

SOLE SOURCE FACT SHEET AND CHECKLIST FOR CONSTRUCTION

This form must be **electronically** completed, **signed and submitted to the Department of General Services** when making sole source requests for construction. If a question is not applicable, please indicate N/A. Use layman's terms and avoid jargon and the use of acronyms.

Application of the printed names of the person completing the form and the agency head or deputy in the boxes provided on the form shall constitute the signatures of these individuals. Agencies must insure that these individuals review the completed form and give their consent to apply their printed name at the bottom of the form where indicated. No handwritten signature shall be required in order for the form to be considered "signed" by those individuals whose names appear in the Signature section of the form.

Department: General Services

Contract No.: 0506-0026

Estimated Total Dollar Amount of Order/Contract: \$764,000.00

Contractor's Name: Gannett Fleming

Contractor's Address: 207 Senate Avenue, Camp Hill, PA 17011

Contractor's Vendor Number: 152036

Contractor's Contact Person: Glen Hair

Contractor's Contact Telephone No.: 717-763-7212 x 2375

Location Where Service is to be Performed: DGS Annex, Harrisburg, PA

1. Please check the reason(s) for this request:

- a. Only Single contractor is capable of providing the construction.
Only known source - similar construction not available from another contractor.
Construction must be provided by contractor to ensure compatibility.
Supply must be compatible with existing equipment.
- b. A federal or state statute or federal regulation exempts the construction from the competitive procedure.
- c. The contract for construction is in the best interest of the Commonwealth.

Note: The checklist by itself is not sufficient justification for sole source procurement. (The agency must provide written justification that one of these conditions exists and include it in the contract file.)

2. Briefly describe the construction items you are requesting and their function.

DGS Public Works is looking to retain an engineering company to provide engineering services necessary to sell a portion of the DGS Annex (formerly the Harrisburg State Hospital). The services involve the separation of utilities so that lots being retained are separate from the lots being sold and also include upgrading several of the interior roads to local standards for dedication to the local municipality.

3. Describe the unique features/compatibility of the construction items that precludes competitive procurement.

DGS has a perspective buyer for the portion of the DGS Annex that is being sold. To meet the timetable for the sales agreement DGS needs to procure design services quicker than can be accomplished buy a normal procurement method will allow.

4. What research has been done to verify the contractor as the only known source?

DGS is reaching out to a professional that has been previously involved in scoping the work necessary for the sale of the properties involved and therefore have superior knowledge of the issues involved.

5. Does the contractor have any distributors, dealers, resellers, etc., that can perform the construction item?

Yes. Please attach a list of known sources.

No.

6. Must this construction item be compatible with present inventory/equipment or in compliance with the manufacturer's warranty or existing service agreement? If yes, please explain.

N/A

7. What are the future consequences of the procurement? That is, once this procurement is approved and processed, what additional upgrades, additions, supplies, services, etc., are anticipated/projected over the useful life of this item?

N/A

8. If this is an upgrade, addition, alteration, etc., to an existing construction item, how was the original item procured (sole source or competitive)? What additional, related, sole source procurements have occurred since the initial procurement? Please identify the previous purchase order or contract number(s).

N/A

9. How has this construction been procured in the past? (Competitive sealed bidding, competitive sealed proposals, sole source, other). Please provide document numbers.

Selections procurement method.

10. What are the consequences of not procuring this specific construction item?

If the sole source procurement method is not used for design services the conditions in the sales agreement will not be able to be met. The normal selections procurement method for design services will take longer than the time available to be able to design and construct the improvements necessary for the sale of the DGS Annex lots under consideration.

11. If timing is a factor, who established the time frame and why?

Yes timing is a factor, the time frame was established by the Secretary of General Services and the prospective buyer during the sales negotiations.

12. What are the consequences of not procuring this specific construction item within the established time frame?

The consequence to not procuring the design services within the established timeframe is that the sale of the property will not be accomplished.

13. How long has the agency known that the construction was needed and why wasn't the contract process started earlier?

DGS has been in negotiations with the property buyer and just recently, within the last two months, reached agreement in principal on the overall terms. One of the terms recently requested by the RDA was for DGS to improve the roads to meet public road specs for later transfer and DGS Real Estate has agreed to that term.

14. List any other information relevant to the acquisition of this construction item (attach additional 8-1/2" x 11 sheets, if necessary).

N/A

Signature of person completing form:

Bryan J. Anthony, P.E. Title: Portfolio Manager
(Print Name of person completing form)

Date: June 20, 2018

Phone No.: 717-787-5616

Fax No.: _____

Signature of Approving Authority:

Julien F. Gaudion

Date: 6-27-18

(Print Name of Agency Head or Deputy who has reviewed and approved this request)