



City of Moore Oklahoma

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MEMO

Date: March 11, 2020
To: File for H-01-W-LMI, SW 17th/Janeway Redevelopment/The Curve
From: Kahley Gilbert, Project-Grants Manager *KG*
Re: Procurement Summary for Request for Quote for Cost Reasonableness Study

The City of Moore reached out to four different firms to complete a cost reasonableness Study for the SW 17th/Janeway Redevelopment project, also known as The Curve.

The City followed 2 CFR 200.320(b), Methods of Procurement to be followed. It states, "Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources."

The City consulted with its technical assistant and internal auditor, as well as researched entities to send a request for quote.

The City sent a Request for Quote to the Following Firms:

- The Compass Group Affordable Housing, LLP
- PTS Consulting Group
- Westmont Advisors
- TCAM Asset Management

The request for quote was sent to the four firms on September 11, 2018. The quotes were due January 21, 2018. The four firms that were solicited were the only known firms the City was aware of that had the knowledge to complete this kind of cost reasonableness study.

Westmont Advisors contacted the City on September 14, 2018 to explain they work closely with developers on affordable housing projects. They normally don't work with the entity subsidizing the project. They declined the proposal. PTS Consulting Group and TCAM Asset Management did not respond.

The City received one response from The Compass Group Affordable Housing, LLP. A contract and notice to proceed were signed on October 3, 2018.