

Information to be included in all Legislation authorizing entering into a Contract:

1. **The names, contract compliance no. & expiration date, location by City/State and status of all companies (NPO, MAJ, MBE, FBE, HL1, AS1, or MBR) submitting a competitive bid or submitting an RFP or RFSQ.**

360water, Inc.; CCCN No.: 31-1704111; Exp. Date: Not listed; Columbus, Ohio; Status: FBE

2. **What type of bidding process was used (ITB, RFP, RFSQ, Competitive Bid).**
RFP

3. **List the ranking and order of all bidders.**

1) 360water, Inc.

4. **Complete address, contact name and phone number for the successful bidder only.**

965 West Third Avenue, Columbus, Ohio 43212; 614-294-3600

5. **A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract.**

1. General:

- A. The basic services to be provided under this Agreement are professional training and technical services necessary to execute the scope of work as listed in this RFP, associated with the DPU's Training and Safety Programs. This work is part of the City's continuing effort to upgrade and maintain training and safety programs. The Department of Public Utilities has personnel that require training on equipment, process systems, environmental programs, Utility specific items, and safety; this proposal shall address these areas of need.
- B. All documents, records, procedures and other services shall conform fully to formats and standards as delineated by the City. The City may require changes to such formats and standards from time to time, and the Consultant shall then promptly comply with such changes. The City may engage other entities to provide assistance to the Proposed Team whom shall cooperate fully with such entities, and shall observe all hierarchies, reporting procedures, lines of authority, etc., as are stipulated by the City.
- C. It is anticipated that work under this contract shall commence in the first quarter of 2013 with duration of five (5) years, and shall be funded by incremental appropriation, approximately annually; or alternatively, the contract may continue up through the exhaustion of procured funds.
- D. The contract will be issued and managed on a lump sum basis. For each requested task the DPU Contract Administrator will issue a Request for Proposal to the Project Manager. Once the Training Services Project Manager and the City Contract Administrator agree upon a scope of work and the numbers of hours per task, the task cost will be deducted from the contract lump sum. There may be one RFP or several RFPs per fund appropriation

2. Specific Tasks:

The Scope of Work for this project will consist of the Tasks listed below. Submit a Schedule 3A listing each Task, the team member(s) expected to work on the task and the cost per hour per team member—do not include total hours per task.

Task 1. Project Management:

Include with your proposal typical monthly Project Management tasks and associated hours that are expected to be used on a monthly basis for the duration of the contract; include items such as tracking and maintaining training hours, invoicing, monthly reports, Schedule 3A effort, RFP negotiation and pricing, and contract modification effort.

In addition, include in your proposal more specific project management tasks that you require to manage the scope of work, these items will be included in the contract scope of work. The list below is a baseline that you must include in your proposal:

- a) Coordinate visits to facilities with the DPU Contract Administrator.
- b) Interview DPU staff for training course content.
- c) Manage training sessions
- d) Prepare and submit to DPU Contract Administrator monthly training reports for all training on DPU training websites, including deficient training list per employee.
- e) Manage software (Red Hat Linus platform and Apache web server software using PHP 4.3 and MySQL 4x) and hardware (servers) for the existing nine (9) DPU training websites: Compost, DPU, Dublin Road Water Plant (DRWP), Hap Cremean Water Plant (HCWP), Jackson Pike Waste Water Plant (JPWWTP), Parsons Ave Water Plant (PAWP), Power, SMOC, and Southerly Waste Water Treatment Plant (SWWTP), including software patches, software and hardware updates, server firewall and security, server backups, and power conditioning.
- f) Create, update, and delete user accounts for DPU staff on training websites.
- g) Update courses to continuously function on DPU internet browsers.
- h) Publish new courses to DPU training websites
- i) Provide DPU staff with Ohio EPA water and wastewater contact hours.
- j) Manage the course review process. Submit courses to appropriate DPU staff for review and comment, and work to achieve consensus and DPU satisfaction on course content.
- k) Revise course content accordingly after course review.
- l) Update course information on the DPU training websites with new course codes.
- m) Assist staff with technical support questions concerning DPU training websites.

Task 2.

Training Development and Implementation for Maintenance Tool Training, Safety Training, and General Training: this may be courseware, video, or classroom training.

Consult and work with DPU staff to determine the following for each training course:

- i. Outcomes: the key learning objectives of the course
 - a. Audience: the DPU staff that will take the course
 - b. Channel: training delivery medium.
- ii. Develop course content; sources may include:
 - a. O&M Manual from manufacturer or vendor
 - b. DPU staff or outside expert
 - c. Other DPU resources
- iii. Implement Training
 - a. Provide training to DPU staff through DPU training websites or in a classroom
 - b. Document DPU staff who complete training and provide training deficient list per employee.

c. Report staff training data on a monthly basis
Task 3. Plan and Report Updates and Associated Training:

- a) Integrated Contingency Plan, ICP
- b) Stormwater Pollution Prevention Plan, SWPPP
- c) Risk Management Plan, RMP
- d) Process Safety Management, PSM
- e) Franklinton Floodwall Emergency Action Plan
- f) Contractor Safety Training
- g) Emergency Overflow Response & Notification Plan
- h) Red Flag Rule
- i) Environmental Management Plan, EMS
- j) Spill Prevention Control and Countermeasures, SPCC
- k) Other plans and reports as assigned.

Task 4. Other Technical and Training Duties:

Automatic Vehicle Locator (AVL) software training, assistance with Work and Asset Management (WAM) software,

6. A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.

Start Date: first quarter of 2013 with annual modifications annually for 2014, 2015, 2016, and 2017. The End Date is when the 2017 funds are exhausted, which may continue into 2018.

7. A narrative discussing the economic impact or economic advantages of the project; community outreach or input in the development of the project; and any environmental factors or advantages of the project.

No impact in this area.

8. A narrative discussing the timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.

Start Date: first quarter of 2013 with annual modifications annually for 2014, 2015, 2016, and 2017. The End Date is when the 2017 funds are exhausted, which may continue into 2018.

9. An estimate of the full cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.

2013: DOSD = \$300,000; DOW = \$60,000; 2013 Total = \$360,000

2014: DOSD = \$300,000; DOW = \$60,000; 2014 Total = \$360,000

2015: DOSD = \$300,000; DOW = \$60,000; 2015 Total = \$360,000

2016: DOSD = \$300,000; DOW = \$60,000; 2016 Total = \$360,000

2017: DOSD = \$300,000; DOW = \$60,000; 2017 Total = \$360,000

10. Sub-Consultants identified to work on this contract, their contract compliance no. & expiration date, and their status (NPO, MAJ, MBE, FBE, HL1, AS1, or MBR):

<u>Name</u>	<u>C.C. No./Exp. Date</u>	<u>Status</u>
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Chester Engineers; 20-2401674/ 5/31/2013; MBE

CAD Concepts Inc; 31-1390280/ 11/8/2014; FBE

11. Scope of work for each subcontractor and their estimate of dollar value to be paid.

Chester Engineers: Scope of work includes creating original course content for operations and maintenance equipment courses; maintenance tool and vehicle courses; and SOP courses. The anticipated cost is dependent on the tasks assigned.

CAD Concepts, Inc; Scope of work includes creating original course content for electrical safety. The anticipated cost is dependent on the tasks assigned.

Note: The Contract should be considered to include any and all work that is anticipated to be awarded to the company awarded the original contract throughout the contract/project timeline. This includes the original contract and any and all future anticipated modifications to the contract to complete the contract/project.

Updated as of 4-10-10