

Ord No.: 0189-2021

**Information to be included in all Legislation Modifying Contracts:**

**The names of all companies bidding, or submitting an RFP or RFSQ, for the original contract.**

Lewellyn  
Sotaris  
Safex, Inc.

**The location by City and State of all companies bidding, or submitting an RFP or RFSQ, for the original contract.**

Lewellyn – Columbus, Ohio  
Sotaris – Columbus, Ohio  
Safex, Inc. – Columbus, Ohio

**The status, Majority, MBE, FBE, of all companies bidding, or submitting an RFP or RFSQ, for the original contract.**

Lewellyn - Majority  
Sotaris - Majority  
Safex, Inc. – F1

**The name and location of the firm awarded the original contract and the Contract Number.**

Safex 140 N. Otterbein Ave, Westerville, Oh 43081  
Contact: Heather Tibbitts, (614) 890-0900x206, htibbitts@safex.us

**A description of work performed to date as part of the contract and a full description of work to be performed during any future phasing of the contract.**

This legislation authorizes the Director of Public Utilities to continue a professional services agreement with Safex for Professional Services for Hazardous Energy Control Procedure Audit and Update. These services shall include, but are not limited to, audit planning, conducting a facility audit, developing audit reports, and updating or developing control procedures.

The Department of Public Utilities manages many facilities under the Division of Sewerage and Drainage (DOSD), Division of Water (DOW) and the Division of Power (DOP), including water treatment plants, wastewater treatment plants, pump stations, electrical substation, electrical vaults and other similar industrial facilities. DPU desires to audit the hazardous energy control procedures at each Division's facilities.

The City will request a task order from the consultant as necessary work is identified. The task order submitted will include a detailed scope of work, direct and indirect costs, task schedule, estimated hours, personnel categories required with labor rates, and reimbursable expenses. After negotiation and upon acceptance by the City, the consultant shall commence work. The Engineer shall provide such professional services as may be necessary to accomplish the work required to be performed and shall at the firm's cost, furnish all necessary competent personnel, equipment, and materials to perform the work.

The expected duration of this contract is seven (7) years. The professional services hereunder shall be funded by incremental appropriation, approximately annually.

**An updated contract timeline to contract completion.**

This is a seven year contract commencing in 2017 and ending with the close-out of the final project added in the final contract renewal of 2023. The original Professional Services agreement was signed on June 19, 2017.

The Consultant will begin planning tasks after the notice to proceed is given and active work as Task Orders are issued. The anticipated contract duration is seven (7) years, ending in December 2023. The professional services shall be funded by incremental appropriation, through the use of approximately annual renewals, this renewal is planned to provide services to DOSD and DOW until the next planned renewal in 2022.

	<b>DOW</b>	<b>DOP</b>	<b>DOSD</b>	<b>Total</b>
Orig. Contract – PO067938	\$200,000.00	\$50,000.00	\$200,000.00	\$450,000.00
Renewal #1 – PO181648	\$0.00	\$0.00	\$100,000.00	\$100,000.00
Renewal #2 (Pending)	\$100,000.00	\$0.00	\$170,000.00	\$270,000.00
Renewal #3 (2022)	\$100,000.00	\$0.00	\$50,000.00	\$150,000.00
Renewal #4 (2023)	\$100,000.00	\$0.00	\$150,000.00	\$250,000.00
<b>Contract Proposed Total</b>	<b>\$500,000.00</b>	<b>\$50,000.00</b>	<b>\$670,000.00</b>	<b>\$1,220,000.00</b>

**A description of any and all modifications to date including the amounts of each modification and the Contract Number associated with any modification to date. (List each modification separately)**

	<b>DOW</b>	<b>DOP</b>	<b>DOSD</b>	<b>Total</b>
Renewal #1 – PO181648	\$0.00	\$0.00	\$100,000.00	\$100,000.00
Renewal #2 (Pending)	\$100,000.00	\$0.00	\$170,000.00	\$270,000.00
Renewal #3 (Est 2022)	\$100,000.00	\$0.00	\$50,000.00	\$150,000.00
Renewal #4 (Est 2023)	\$100,000.00	\$0.00	\$150,000.00	\$250,000.00
<b>Contract Proposed Total</b>	<b>\$300,000.00</b>	<b>\$0.00</b>	<b>\$470,000.00</b>	<b>\$770,000.00</b>

**A full description of the work to be performed as part of the proposed contract modification. (Indicating the work to be a logical extension of the contract is not sufficient explanation)**

This renewal No. 2 provides \$270,000.00 of funding for updating and developing hazardous energy control procedures.

**If the contract modification was not anticipated and explained in the original contract legislation a full explanation as to the reasons the work could not have been anticipated is required. (Changed or field conditions is not sufficient explanation. Describe in full the changed conditions that require modification of the contract scope and amount.)**

Contract Renewal No. 2 was planned and anticipated, and so stated in the original contract's legislation. It is a planned continuation of the services originally included within the existing contract's scope of service.

**An explanation of why the work to be performed as part of the contract modification cannot be bid out. (Indicating the work to be a logical extension of the contract is not sufficient explanation)**

The same exact service is required as originally bid. No lower pricing/more attractive terms and conditions are anticipated at this time.

**A cost summary to include the original contract amount, the cost of each modification to date (List each modification separately), the cost of the modification being requested in the legislation, the estimated cost of any future known modifications and a total estimate of the contract cost.**

This contract will be a seven year, approximately annually funded agreement based on known or executed construction contracts. Adjustments to fees and scope to this contract will be made by Contract Renewal based on annual proposals as requested by the City. The amount requested under this ordinance is \$270,000. This renewal funding will provide for DOSD and DOW services estimated to be needed beginning in 2021.

	<b>DOW</b>	<b>DOP</b>	<b>DOSD</b>	<b>Total</b>
Original Contract – PO067938	\$200,000	\$50,000	\$200,000	\$450,000
Renewal No. 1 – PO181648	\$0	\$0	\$100,000	\$100,000
Renewal No. 2 (2021 Funding) - Pending	\$100,000	\$0	\$170,000	\$270,000
Proposed Renewal No. 3 (Est 2022 Funding)	\$100,000	\$0	\$50,000	\$150,000
Proposed Renewal No. 4 (Est 2023 Funding)	\$100,000	\$0	\$150,000	\$250,000
<b>CONTRACT PROPOSED TOTAL</b>	<b>\$500,000</b>	<b>\$50,000</b>	<b>\$670,000</b>	<b>\$1,220,000</b>

**An explanation of how the cost of the renewal was determined.**

A cost proposal was provided by Safex and reviewed by the Division of Sewerage and Drainage and the Division of Water and was deemed acceptable. The cost of this contract renewal is consistent with the direct labor, overhead, and profit rates established within the original proposal.

**Subconsultant information**

N/A

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.