

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

1. **The names, contract compliance no., location by City/State and status of all companies submitting a competitive bid or submitting an RFP or RFSQ.**

<u>Name</u>	<u>C.C. No.</u>	<u>City/State</u>	<u>Maj/MBE/FBE</u>
CH2M Hill	59-0918189	Columbus/OH	MAJ
Brown & Caldwell	68-0442806	Columbus/OH	MAJ

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

CH2M Hill, Inc.  
1103 Schrock Rd.  
Suite 400  
Columbus, OH 43229-1179

Contact: Robert Petras: 614-888-3100

3. **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.**

The Consultant's emphasis throughout will be on the development of asset management procedures and a structured plan for future program development via facilitation and training rather than practicing asset management on the Department's behalf. The Consultant will be expected to concentrate on knowledge and technology transfer, provide subject matter expertise, and possibly supplement staff in some cases

The Department wants to proceed with asset management program development in phases, with each phase (up to five) lasting approximately one year. The chosen consultant has proposed on the first phase only, which will include five areas of focus to be pursued simultaneously:

- Conduct a department-wide asset management needs assessment, including an evaluation of existing policies and procedures and developing new ones specific for AM; and develop an asset management strategic plan. This task will begin approximately three months after notice to proceed and conclude near the end of Phase 1 with a detailed action plans on how to close asset management gaps in future phases. Future phases will require Consultant support to assist in asset management gap closure.
- Expand the use of business case analyses in capital project development and major operations and maintenance program development. This continuous effort will begin early in Phase 1 with approximately fifteen business case evaluations completed during 2009 (approximately five each in the areas of Water, Power, and Sewers/Drains). Future phases will involve decreasing Consultant participation as the business case analysis process evolves into routine practice within the Department.
- Enhance existing asset-centered initiatives and/or projects by incorporating basic asset management elements. This task will be continuous until asset management concepts are engrained in Department decision making and scope writing.

- Conduct general asset management training workshops. This task will be continuous during the Phase 1 efforts and will be completed prior to Phase 2. Initiate immediate gap closures, including Oracle WAM use enhancements and a Level of Service review will begin early in Phase 1 and will continue with diminishing Consultant involvement into Phase 2 and beyond.
- Initiate immediate gap closures.

4. **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.**

The Department wants to proceed with asset management program development in phases, with each phase lasting approximately one year. Up to five phases are anticipated.

These five major tasks within Phase 1 shall be completed within 12 to 18 months from notification to proceed. At the conclusion of Phase 1, the Consultant will recommend further activities for the subsequent two years and will estimate the resources required by both the Consultant and Department staff. Based on progress and decisions made and at the discretion of the Department, the Consultant may be retained on an annual basis to assist the Department with the implementation of the recommended future activities.

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

The Phase 1 budget is approximately \$2 Million dollars. Future phases (up to 5) of equal or lesser value are anticipated and will be awarded by contract modifications, provided satisfactory performance of the Consultant. Decreasing contract values are anticipated as asset management concepts and knowledge are transferred from the Consultant to Department staff and asset management business practices become incorporated into the Department's standard operations.

6. **Sub-Consultants identified to work on this contract:**

Malcolm Pirnie, Inc. | 13-2653703 | MAJ  
Donahue Ideas, LLC | 06-1716807 | FBE  
Dynotec, Inc. | 31-1319961 | MBE  
360water, Inc. | 31-1704111 | FBE

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.

06-24-08