

Information to be included in all Legislation Modifying 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.**

<u>Name</u>	<u>C.C. No./Exp. Date</u>	<u>City/State</u>	<u>Status</u>
EMH&T, Inc.	31-0685594 - 9/21/11	Columbus, Ohio	MAJ
Unicon International	31-1306860 – 6/16/10	Columbus, Ohio	F1

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

Requests for Proposals (RFP's) were received on March 14, 2008.

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

1. EMH&T, Inc.
2. Unicon International, Inc.

4. **The name, address, contact name, phone number and contract number of the firm awarded the original contract.**

EMH&T, Inc.
5500 New Albany Road,
Columbus, Ohio 43054
Mr. Derek Mair, 614-775-4280, FIRM 614-775-4500
EL008613

5. **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.**

Phase 1

EMH&T has completed Phase 1 of the Water Taps Conversion project. Phase 1 included the scanning and indexing of all of the tap cards as well as the incorporation of CUBS tap information through the development of tap card images. The Phase 1 deliverable is a document management system (DMS) using FalconDMS® that is searchable and provides access to those resources.

The quantities converted during Phase 1 are significant and include the following:

<u>Resource</u>	<u>Quantity</u>
Dublin Tap Card Set	290,041 images and records
Indianola Tap Card Set	289,052 images and records
CUBS Tap Information	279,031 images and records

The benefit of the Phase 1 DMS is that digital data allows quicker access to the records. The limitation of that DMS is that multiple records/images still refer to a single location/feature and the user is left to interpret that each time a search is completed. In addition, the user is limited to searching for items using database criteria rather than a map-based interface that shows the available water services.

Phase 2

This proposal is for Phase 2 of the Water Taps Conversion project. The purpose of Phase 2 is to take those resources from Phase 1 and prepare a GIS-based database that is reconciled and makes it easy to:

- 1) Research taps/services before a project
- 2) Add new taps/services
- 3) Update taps/services after construction
- 4) Identify customers affected by an event or action
- 5) Update taps/services when better information is available from field personnel

The approach to completing Phase 2 includes work within the following five (5) task series:

- Task Series 1: Project Initiation and Management
- Task Series 2: Planning and Design
- Task Series 3: Data Conversion
- Task Series 4: Application Development
- Task Series 5: "If Authorized" Tasks

6. An updated contract timeline to contract completion.

Phase 2

Task Series 1: Project Initiation and Management	1 month
Task Series 2: Planning and Design	3 months
Task Series 3: Data Conversion	10 months
Task Series 4: Application Development	5 months
Task Series 5: "If Authorized" Tasks	10 months
Total scheduled project time is approximately	13 months

7. 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.)

None to date

8. 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.)

Phase 2

- Task Series 1: Project Initiation and Management
 - Task 1.1: Project initiation Meeting
 - Task 1.2: Develop and Maintain Procedures Manual
 - Task 1.3: Managing Updates During Conversion
 - Task 1.4: Management and Communications
- Task Series 2: Planning and Design
 - Task 2.1: Work Plan Development
 - Task 2.2: Data Model and Geodatabase Creation
 - Task 2.3: Prototype Development
- Task Series 3: Data Conversion
 - Task 3.1: Conversion Environment Configuration
 - Task 3.2: Import and Load Existing Information
 - Task 3.3: Data Conversion and Development
 - Task 3.4: Quality Control
 - Task 3.5: Submittal Preparation and Delivery

- Task 3.6: Quality Assurance and Acceptance Procedures
- Task 3.7: Final Edits and Loading
- Task Series 4: Application Development
 - Task 4.1: Maintain Taps and Services

- Task Series 5: “If Authorized” Tasks
 - Task 5.1: Water Main Isolation Application
 - Task 5.2: Field Locates

9. 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.)

-Modification was anticipated –

It was envisioned that work was to be completed in two phases. Under the RPF the consultant was to provide an approach and proposed fee to provide work under Phase 1. Upon completion and the acceptance of Phase 1 and based upon the consultant’s recommendations for Phase 2, DPU may then enter into discussions with the consultant to determine a scope and cost for Phase 2.

10. 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.)

Upon completion of the consolidation of the water service tap records into a single database and determination of the magnitude of discrepancies, the consultant was then to develop a plan with assistance of DPU, on how to effectively reconcile the discrepancies between the source information. Following acceptance of proposed plan, DPU may authorize the consultant to proceed with Phase 2, the data reconciliation phase. However, the consultant is encouraged to suggest an approach that, in your professional judgment, would best accomplish the goals and objectives defined in the RFP.

11. 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.

Original Contract amount:	\$ 519,840.20
Modification being requested:	<u>\$ 553,950.37</u>
	\$1,073,790.57

12. An explanation of how the cost of the modification was determined.

With the completion and the acceptance of Phase 1 and based upon the consultant’s recommendations, the consultant developed a plan with assistance of DPU, on how to effectively reconcile the discrepancies between the source information for Phase 2. DPU then reviewed the proposal plan with the consultant to determine a scope and cost for Phase 2.

13. 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>
No Subs		

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

No Subs