

**DEPARTMENT OF PUBLIC UTILITIES  
FISCAL – OPERATING SECTION  
REQUEST FOR OPERATING LEGISLATION FORM**

**DATE SUBMITTED TO FISCAL:** 5/09/2022 **PROJECT MANAGER:** Cindy Barron

**PROJECT NAME:** Operational Review and Strategic Planning Consulting Services - #: RFQ023079 \$182,124.82

**FINANCIAL STRING:**

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**VENDOR NAME: EMH&T**

5500 New Albany Road  
Columbus, OH 43054  
614.775.4500 **CT / TSS NO. Vendor Number 004214**

**TYPE:** Service Agreement:  Service Agreement Modification: \_\_\_\_\_  
Waive Competitive Bidding Provisions:\* \_\_\_\_\_ Other: \_\_\_\_\_

**DESIGNATION:** Emergency  30-Day

**JUSTIFICATION FOR EMERGENCY DESIGNATION:**

Funds need to be encumbered for 2022 for use in 2023. Needs to go to legislation for City Council approval for December 2022.

**OTHER DIVISION/AGENCIES PARTICIPATING:**

(Provide project name, amount and contact information)

Cold Water

**BACKGROUND**

**NEED:**

The City of Columbus Stormwater Management Plan (SWMP) Update project consists of targeted document updates that capture the necessary programmatic updates prompted by the renewal of the National Pollutant Discharge Elimination System (NPDES) Municipal Separate Storm Sewer System (MS4) permit, as recently issued by the Ohio Environmental Protection Agency (Ohio EPA). The project will include meetings to obtain stakeholder input and stakeholder reviews in addition to the SWMP document updates that will cover multiple sections, appendices, and the table of contents. The updates to the SWMP must be performed in accordance to the NPDES MS4 permit issued to the City of Columbus.

**NOTES & OTHER INFORMATION:**

The purpose of this project is to update the current City's SWMP to align with the new requirements of the newly issued MS4 permit to the City from OEPA. Updating the SWMP to be in alignment with the new permit provides the City an advantage of being in compliance with regulatory requirements. Not updating the SWMP could result in being out of compliance with the MS4 permit, which could then risk fines or other adverse consequences associated with not being in compliance with the regulatory requirements. The update also affords the City the opportunity to reassess operational procedures in the SWMP. The updates can help streamline compliance and improve the environmental impact of the activities that are performed by the City. The updates will give the City the advantage of being compliant and in the forefront of protecting the environment, all of which supports the development of the City and the economic growth of the citizens of Columbus.

**In addition to submitting this form, attach the following:**

**Service Agreements**

- Electronic Director's Information Sheet
- Electronic Map (if not Citywide or Plant Project)
- Electronic Service Agreement (\*Including **APPENDICES** for Time Schedule, Labor Hours, Cost Summary, Maximum Rates and Design/Maps)
- Electronic Bid Waiver (if applicable)\*

\*Some items may not be applicable to your request.

Revised 12/13/2017

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**Complete address, contact name, phone number, and e-mail address for the vendor only.**

EMH&T  
5500 New Albany Road  
Columbus, OH 43054  
614.775.4500  
James Adkins Project Manager jakins@emht.com

**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 planning area should also be listed as well as any street or neighborhood names.**

**1. Scope of Services:**

The scope of services follows; however, the consultant is encouraged to suggest deletions or additions within their Understanding of the Project/Project Approach if they believe changes will better meet the objectives of the project.

- 2.1 Conduct Project Initiation Meeting: One (1) initiation/start-up meeting shall be held with the Division of Sewerage and Drainage (DOSD) personnel to review the project schedule, responsibilities, communications, project understanding, requirements and goals.
- 2.2 Conduct Project Coordination Meetings and Updates: Conduct monthly project coordination meetings with City staff, provide mid-month updates, and schedule additional coordination meetings to collect information from program contacts. The purpose of the monthly meetings and updates will be to review the status and results of the work completed to date, to discuss upcoming project tasks, to review project schedule, and to identify and resolve any potential conflicts or problems. Additional meetings may be held periodically as necessary to supplement the scheduled interim meetings and to perform the necessary coordination with the program contacts.
- 2.3 Perform Interview with the MS4 Program Coordinator: Prior to commencement of the SWMP updates, the Consultant shall schedule an interview with the MS4 Program Coordinator to compile information on the direction on known/planned revisions to goals.
- 2.4 Review Existing Information: Prior to commencement of the SWMP updates, the Consultant shall research and review information for the Project including but not limited to the following:

- 2.4.1 City of Columbus NPDES MS4 permit
- 2.4.2 City of Columbus SWMP
- 2.4.3 City of Columbus MS4 Annual Report
- 2.4.4 Select City of Columbus Standard Operating Procedures (SOPs) that pertain to the MS4 program
- 2.4.5 List of Program Contacts

Compare progress and completion of program activities, commitments made in the SWMP, and the City's MS4 permit requirements and compliance deadlines. Separately, prepare a memorandum identifying recommended updates and changes to the existing SWMP for compliance with the renewed MS4 NPDES permit requirements. Based on this review, the memorandum will also identify and make recommendations to improve the efficiency of program implementation and reporting, if any.

#### 2.5 Project Deliverables: (also review Appendix C- Draft Professional Services Agreement):

- 2.5.1 Recommended SWMP Updates Memorandum: Provide a memorandum summarizing the recommended updates to the SWMP based on the review of the existing information.
- 2.5.2 Comments and Decision Log
- 2.5.3 Draft SWMP Sections and Appendices: Submit the draft SWMP document sections and appendices for review as they are completed and provide a table that summarizes the changes per draft. The draft documents for the SWMP shall be provided in editable electronic file format with red-line markups (i.e., Word .docx with track changes).
- 2.5.4 Final SWMP: Provide the final SWMP for City's use. The SWMP shall be provided in editable electronic file format (i.e., Word .docx), a final compiled PDF, and three printed and bound hard copies. Electronic files shall be delivered through a mutually agreed upon format.
- 2.5.5 Revised Annual Report Template: Revise the annual report template to be consistent with the updates performed to the SWMP.

#### 2.6 Meetings:

- 2.6.1 The Consultant shall allocate time to schedule and attend all coordination and progress meetings with the City.

**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.**

Work under this project will begin after January 2, 2023, and continue until no later than December 31, 2023.

**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.**

The most significant resource any entity has is its people. Our team is currently dedicated to running the programs as laid out within the SWMP which was set up to be in compliance with the previous version of the MS4 permit. We do not have the resources to perform the full SWMP update in-house while also meeting our current program obligations and responsibilities. A consultant team dedicated to this project will add capacity to perform the updates while our team manages the project and oversees the updates. Not updating the SWMP in a timely manner will put the City at risk of being in non-compliance with the City's new MS4 permit issued by Ohio EPA.

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

The project cost is expected to be \$182,124.82.

**Sub-Consultants identified to work on this contract, scope of work for each subcontractor and their estimate of dollar value to be paid.**

Cold water Consultants  
Eric Onderak edonderak@coldwaterconsultants.com