

Ord No.: 1060-2014

**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.**

360water, Inc.

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

360water, Inc., Columbus, Ohio

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

360water, Inc. - FBE

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

360water, Inc., 965 W. Third Avenue, Columbus, OH 43212 (31-1704111)

**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.**

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 Linux 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,

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

Year 1 June 17, 2013 to June 16, 2014  
 Year 2 June 17, 2014 to June 16, 2015  
 Year 3 June 17, 2015 to June 16, 2016  
 Year 4 June 17, 2016 to June 16, 2017  
 Year 5 June 17, 2017 to June 16, 2018

**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)**

Original Contract \$360,000.00 EL014471  
Modification #1 \$405,000.00 (Pending)

**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)**

Proposed Modification No. 1: \$405,000.00

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.

**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.)**

This Contract Modification No. 1 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 services.

360water, Inc. is currently working on the Indianola SPCC/Oil Handling Procedures Course Integration for the main facility, which is being funded by the Division of Water. It has been requested that the Division of Power Electrical Substation content be added to this course as well. The Division of Power will fund the incorporation of this additional content within the course.

**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 funding provided by this contract modification is for continuation of the existing work of the contract. In so much as the majority of this work was planned for and anticipated within the original procurement, it is not reasonable or cost effective to undertake a new procurement to acquire the additional content to the coursework. 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.**

Original Contract \$ 360,000.00 (EL014471)

Modification #1	\$ 405,000.00 (Pending)
Modification #2	\$ 400,000.00
Modification #3	\$ 400,000.00
Modification #3	<u>\$ 400,000.00</u>
TOTAL	\$1,965,000.00

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.