

**DEPARTMENT OF PUBLIC UTILITIES  
FISCAL – CAPITAL IMPROVEMENTS SECTION  
REQUEST FOR CIP LEGISLATION FORM**

**DATE SUBMITTED TO FISCAL:** \_\_\_\_\_ **PROJECT ENGINEER:** Paul Roseberry

**PROJECT NAME:** Fenway Court & Stella Court Pump Station Imp CIP #: 650747 650748 \$: 202.230.08  
Fenway \$98,991.41 Stella \$103,238.67

**VENDOR NAME:** R.W. Armstrong & Associates, Inc

**TYPE:** Engineering Agreement:  X  Engineering Agreement Modification: \_\_\_\_\_  
Construction Contract: \_\_\_\_\_ Construction Contract Modification: \_\_\_\_\_  
Guaranteed Maximum Cost Agreement: \_\_\_\_\_ Reimbursement: \_\_\_\_\_  
Waive Competitive Bidding Provisions:\* \_\_\_\_\_ Other: \_\_\_\_\_

**DESIGNATION:** Emergency \_\_\_\_\_ 30-Day  X

**JUSTIFICATION FOR EMERGENCY DESIGNATION:**

**OTHER DIVISION/AGENCIES PARTICIPATING:**

(Provide project name, amount and contact information)

NA

**BACKGROUND**

**NEED:**

Fenway Court Pump Station – CIP 650747

The City desires to upgrade or replace the overhead electrical service, upgrade or replace the existing pumps, valves and interior piping, replace the outdoor electrical control panels, relocate the SCADA panel, provide a day tank for fuel storage, and provide automatic standby generator service thru utilization of a previously installed standby power unit which is in storage at SMOC. An enclosure (built on site, precast, etc.) of some type (suited to a residential area) is required for the generator and all electrical control panels or components.

Stella Court Pump Station – CIP 650748

The City desires to replace, upgrade, or relocate a small package pump station to provide improved access for maintenance purposes, upgrade or replace the electrical controls and electrical service as required, and provide an electrical transfer switch and plug connection for a portable emergency generator at this 43 year old station.

**BID INFORMATION:**

**RFSQ & RFP INFORMATION (Engineering Only):**

- 1) What companies sent in an RFSQ and when were they received? Six consultants submitted hybrid RFP's on January 11, 2011
- 2) When were the RFP's received? February 11, 2011
- 3) State the scoring criteria and how the recommended bidder was determined?

The selection of the firm providing the professional engineering services has been performed in accordance with the procedures set forth in Columbus City Code, Section 329.14, "Awarding professional service contracts through requests for proposals." A notice of requests for proposals appeared on the City of Columbus Vendor Services web page . Six consultants submitted Technical Proposals on February 11, 2011.

Upon review of the Technical Proposals, the offerors were ranked using criteria specified in City Code, and other criteria, specifically: competence of the offeror to perform the service, past performance of the offeror, cost evaluation, the feasibility/quality of the proposed project approach, location of the office performing work, familiarity with project requirements, ability to perform expeditiously, and contracted backlog of work with the Division.

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

**Construction Contracts**

- Electronic Director's Information Sheet
- Electronic Map (if not Citywide or Plant Project)
- 5 blank books (6 if joint project with another City agency)
- Electronic Bid Tabulation (if not prepared by Fiscal)
- Electronic Quality Factor Form (if not prepared by Fiscal)
- Electronic Bid Waiver (if applicable)\*

**Engineering Agreements**

- Electronic Director's Information Sheet
- Electronic Map
- Electronic Engineering Agreement  
(Including **APPENDICES** for Time Schedule, Labor Hours, Cost Summary, Maximum Rates and Design/Maps)
- Electronic Bid Waiver (if applicable)\*

**NOTES & OTHER INFORMATION:**

Revised 04/06/10