

Ord No.:

**Information to be included in all Legislation **Renewing**\*\*\* 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.**

<b><u>Name</u></b>	<b><u>C.C. No./Exp. Date</u></b>	<b><u>City/State</u></b>	<b><u>Status</u></b>
Andover Associates, ltd.	51-0556580 / XX/XX/20XX	Columbus, OH	WBE
Burgess & Niple, Inc.	31-0885550 / XX/XX/20XX	Columbus, OH	MAJ
CHA Consulting, Inc.	16-0966259 / XX/XX/20XX	Columbus, OH	MAJ
Hatch	13-6094431 / XX/XX/20XX	Columbus, OH	MAJ

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

Requests for Proposals (RFP's) were opened on October 4, 2019.

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

1. Burgess & Niple, Inc.
2. Andover Associates, Ltd.
3. Hatch
4. CHA Consulting, Inc.

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

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(614) 459-7272 ex. 1402  
[christie.ruffner@burgessniple.com](mailto:christie.ruffner@burgessniple.com)

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

See the following link for the "Community Planning Areas" on the Fiscal Intranet site here:  
<http://dpuweb/Portals/0/Fiscal/Columbus%20Planning%20Areas.pdf>

General Engineering Consultant (GEC) Services are necessary to provide technical and engineering assistance to the Department of Public Utilities (DPU). Initial services are for Division of Sewerage and Drainage (DOSD) facilities. Additional DPU facilities may be added in the future. The GEC services may include the following tasks for small projects:

investigations, inspections and evaluations of existing conditions, surveying, preparation of engineering or architectural drawings and specifications, review of contractors' submittals including shop drawings, maintenance and operation (M&O) manuals, Standard Operating Procedures (SOPs). The GEC services may also include assistance with new equipment or systems start-up and commissioning, instrumentation & control (I&C) work such as Human Machine Interface (HMI) and Programmable Logic Controller (PLC) programming, uploading documents onto the City's Project Management Information System (PMIS), computerized maintenance software, preparation of record plan drawings for small projects, technical assistance in the preparation of Facilities/Equipment Maintenance (FEM) documents, and other similar related tasks. Small projects that may, on occasion, require engineering services under this contract include small Capital Improvement Projects (formerly known as "Plant Improvement Projects" or "PIPs") and FEM service contracts. The small Capital Improvement Projects (CIP) will vary in nature and can include replacement and upgrade of equipment, materials, structural features, electrical, or instrumentation & control (I&C) work and their associated appurtenances that have served its useful life.

The actual construction and commissioning of upgrades in the several facilities will generally be accomplished by others.

Planning Area: 99 – Citywide

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

Burgess and Niple, Inc. began work after the notice to proceed was given on January 10, 2020. The contract duration is for four (4) years, starting upon the date of Contract Execution (listed on front page of the Engineering Agreement). The professional services shall be funded by incremental appropriation, through the use of approximately annual modifications. Contract Renewal #1 and was \$500,000 for 2021 funding. This renewal request is for Contract Renewal #2 and will be for \$500,000 for 2022 funding. There is one additional planned renewal for this project in January 2023.

**7. 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 performance of this project's activities to provide engineering and technical services for CIPs and FEMs at DPU facilities will help them maintain peak operational performance. If left unperformed, the required work could become larger and more expensive that could produce a major impact to the budget. No community outreach is considered for this project.

**8. A description of any and all renewals to date including the amounts of each modification and the Contract Number associated with any modification to date. (List each modification separately.)**

Cost summary:

Original Contract (PO 210101)	\$425,000.00
Renewal 1 (PO 265101)	\$500,000.00
<u>Proposed Renewal 2</u>	<u>\$500,000.00</u>
CONTRACT TOTAL	\$1,425,000.00

**9. A full description of the work to be performed as part of the proposed contract renewal. (Indicating the work to be a logical extension of the contract is not sufficient explanation.)**

The work in this renewal will provide services for new Small Capital Improvement tasks and additional services (Detailed Design Services and Services During Construction) for existing tasks.

**10. An explanation of why the work to be performed as part of the contract renewal 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 renewal is for continuation of the existing work of the contract. In so much as work was planned for and anticipated within the original procurement, it is not reasonable or cost effective to undertake a new procurement to acquire these services.

**11. A cost summary to include the original contract amount, the cost of each renewal to date (list each renewal 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 (PO 210101)	\$425,000.00
Renewal No. 1 (PO 265101)	\$500,000.00
Renewal No. 2 (Estimated 2022 Funding)	\$500,000.00
Renewal No. 3 (Future Renewal)	\$500,000.00
<u>CURRENT PROPOSED TOTAL</u>	<u>\$1,925,000.00</u>

**12. An explanation of how the cost of the renewal was determined.**

The cost of the renewal was determined in the original contract and apportioned the work annually.

### **13. Subconsultant information**

#### **\*For engineering agreements:**

Information regarding subconsultants should be submitted on the Subcontractor Work Identification Form Located on the Fiscal Intranet site under “DPU Fiscal Forms” (see link): <http://dpuweb/DPUFiscal/tabid/148/Default.aspx>

This form should have 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), name, C.C. No./Exp. Date, status, brief Scope of work for each subcontractor, and their estimate of dollar value to be paid.

**\*\*\*Effective 2/1/2018, Section 329 of the Municipal Code differentiates between contract modifications and renewals. Modifications are unforeseen circumstances that require additional funding and time with the same vendor for the same project as the original contract. Renewals are planned contract modifications that are expected and detailed in the ordinance for the original contract.**