

**Instructions for using the Director's Information Sheet Forms:**

- 1. There are three (3) sets of forms included in this word doc which include:**
  - A. Legislation authorizing entering into a Contract**
  - B. Legislation Renewing a Contract – effective February 1, 2018- use for Planned Contract Mods**
  - C. Legislation Modifying a Contract – use for unplanned modifications or for CA/CI requests subsequent to the original CA/CI contract**
- 2. After completing the form set (2 pages total) that applies to your request for legislation, delete the remaining pages so that whichever sets do not apply are removed and not forwarded to Fiscal.**

Ord No.

**Information to be included in all Legislation authorizing entering into 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>
RAMA Consulting	20-4647970 / 3/31/2021	Columbus, OH	MBE

- 2. What type of bidding process was used (ITB, RFP, RFSQ, Competitive Bid).**  
**\*For engineering agreements: Requests for Proposals (RFP's) were opened on 10/15/2021.**

\*For construction: Competitive Bid

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

1. Rama Consulting
2. Murphy Epson
3. Bowers PR, LLC
4. Change Ventures

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

RAMA Consulting	Mataryun D. Wright
897 E. 11 <sup>th</sup> Ave.	614-245-0451
Columbus, OH 43211	mowright@rama-consulting.net

- 5. 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.**

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

The services provided in the Blueprint Columbus Community Outreach project consist of: supporting the implementation of Blueprint Columbus in multiple project areas; educating and informing residents about Blueprint Columbus and the problem being addressed; providing adequate notification and keeping residents in project areas apprised of work being performed in their neighborhood; advising the City regarding residents' concerns; and providing training or additional support for contractors and City field and other staff as needed.

The active Blueprint Neighborhoods targeted for which RAMA Consulting will be responsible during this contract year are: North Linden 1, 5<sup>th</sup> x Northwest, and Clintonville 3, and Near South.

6. **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.**

**\*For construction contracts:**

(not actual dates, completion from NTP – example: 270 days from NTP)

Contract work is required to be completed in a manner acceptable to the City within 180 days from the date that a Notice To Proceed (NTP) is given by the City.

**\*For engineering agreements:**

Specify the total term of the engineering agreement (ex. 4 year term). 10 year term.

Specify the estimated ending month and year of the agreement based on the total term.

January 2022-January 2032. RAMA Consulting LLC will provide Blueprint outreach support for the entirety of project design, green infrastructure construction, and private property construction for the Blueprint projects included in the outreach project area assigned.

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.**

Administration of the Blueprint Community Outreach contract ensures community input is received and utilized to design the best solutions for unique neighborhood needs. Not only does this help Blueprint develop comprehensive solutions for our community, it also helps create an efficient process that reduces excessive costs resulting from engineering redesigns and timeframe extensions associated with addressing resident concerns through a less formal process.

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

Initial Contract Amount: **\$360,450.51**

**Annual Renewal Amount 2023-2032: approximately \$350,000**

The bid amount and proposed award amount is \$X,XXX,XXX, including a XX% construction contingency amount that will be utilized to fund needed and approved changes in the work. No contract modifications are anticipated at this time; however, construction exigency might later compel modification of this contract, if unforeseen difficulties are encountered.

Cost summary:

Original Contract	<b><u>\$360,450.51</u></b>
Future Anticipated Needs	<b><u>\$3,150,000.00</u></b>
CONTRACT TOTAL	<b><u>\$3,510,450.51</u></b>

## **9. 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.

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.**

<u>Name</u>	<u>C.C. No./Exp. Date</u>	<u>City/State</u>	<u>Status</u>
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- 2. What type of bidding process was used (ITB, RFP, RFSQ, Competitive Bid).**

\*For engineering agreements: Requests for Proposals (RFP's) were opened on \_\_\_\_\_.

\*For construction: Competitive Bid

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

- 1.
- 2.
- 3.

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

- 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>

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

**\*For engineering agreements:**

a. The original agreement allowed for a total term of how many years? (ex. 4 year term) \_\_\_\_\_.

b. Which year of the total term is this **renewal** for? (ex. year 2 of 4 year term).  
\_\_\_\_\_.

c. The expiration date of this agreement is \_\_\_\_\_.

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

### 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.**

Ord No.:

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

\*For engineering agreements: Requests for Proposals (RFP's) were opened on \_\_\_\_\_.

\*For construction: Competitive Bid

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

- 4.
- 5.
- 6.

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

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>

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

**\*For engineering agreements:**

d. **The original agreement allowed for a total term of how many years? (ex. 4 year term) \_\_\_\_\_.**

e. **Which year of the total term is this modification for? (ex. year 2 of 4 year term). \_\_\_\_\_.**

f. **The expiration date of this agreement is \_\_\_\_\_.**

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.
8. 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.)
9. A full description of the work to be performed as part of the proposed contract modifications. (Indicating the work to be a logical extension of the contract is not sufficient explanation.)
10. If the contract modifications 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 modifications of the contract scope and amount.)
11. An explanation of why the work to be performed as part of the contract modifications cannot be bid out. (Indicating the work to be a logical extension of the contract is not sufficient explanation.)
12. A cost summary to include the original contract amount, the cost of each modifications to date (list each modifications 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.
13. An explanation of how the cost of the modifications was determined.

#### **14. 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>

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**\*\*\*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.**