

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

DATE SUBMITTED TO FISCAL: _____ **PROJECT ENGINEER:** Larry Moore

PROJECT NAME: GIS Data Conversion Services **CIP #:** 670827 **\$:** 199,321.60

VENDOR NAME: Stantec Consulting Services Inc.

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

DESIGNATION: Emergency _____ 30-Day X

JUSTIFICATION FOR EMERGENCY DESIGNATION:

OTHER DIVISION/AGENCIES PARTICIPATING:
(Provide project name, amount and contact information)

RFSQ & RFP INFORMATION (Engineering Only):

- 1) What companies sent in an RFSQ and when were they received?
- 2) When were the RFP's received?
- 3) State the scoring criteria and how the recommended bidder was determined?

NOTES & OTHER INFORMATION:

In addition to submitting this form, attach the following:

Construction Contracts

- Electronic Information Sheet
- Electronic Map (not necessary for Citywide or Plant Proj.)
- Electronic Bid Waiver (if applicable)*
- Electronic Bid Tabulation (if not prepared by Fiscal)
- Electronic Quality Factor Form (if not prepared by Fiscal)
- Successful bid book and 5 blank books

Engineering Agreements

- Electronic Information Sheet
- Electronic Map
- Electronic Bid Waiver (if applicable)*
- Electronic Engineering Agreement
(Incl. appendices for Time Schedule, Labor Hours, Cost Summary, and Design/Maps)