

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>
Lewellyn N/A N/A Columbus, Ohio MAJ			
Sotarís 562479913 8/15/2018 Columbus, Ohio MAJ			
Safex 311365251 11/11/2017 Columbus, Ohio WBE			

2. **What type of bidding process was used (ITB, RFP, RFSQ, Competitive Bid).**
RFP
3. **List the ranking and order of all bidders.**
1. Safex
 2. Sotarís
 3. Lewellyn
4. **Complete address, contact name, phone number, and e-mail address for the successful bidder only.**

Safex 140 N. Otterbein Ave, Westerville, Oh 43081
Contact: Heather Tibbitts, (614) 890-0900x206, htibbitts@safex.us

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.**

This legislation authorizes the Director of Public Utilities to continue a professional services agreement with Safex for Professional Services for Hazardous Energy Control Procedure Audit and Update. These services shall include, but are not limited to, audit planning, conducting a facility audit, developing audit reports, and updating or developing control procedures.

The Department of Public Utilities manages many facilities under the Division of Sewerage and Drainage (DOSD), Division of Water (DOW) and the Division of Power (DOP), including water treatment plants, wastewater treatment plants, pump stations, electrical substation, electrical vaults and other similar industrial facilities. DPU desires to audit the hazardous energy control procedures at each Divisions facilities.

The City will request a task order from the consultant as necessary work is identified. The task order submitted will include a detailed scope of work, direct and indirect costs, task schedule, estimated hours, personnel categories required with labor rates, and reimbursable expenses. After negotiation and upon acceptance by the City, the consultant shall commence work. The Engineer shall provide such professional services as may be necessary to accomplish the work required to be performed and shall at the firm's cost, furnish all necessary competent personnel, equipment, and materials to perform the work.

The expected duration of this contract is seven (7) years. The professional services hereunder shall be funded by incremental appropriation, approximately annually.

6. An updated contract timeline to contract completion.

This will be a seven year contract commencing in 2017 and ending with the close-out of the final project added in the final contract renewal of 2023. The original Professional Services agreement was signed on June 19, 2017.

The Consultant will begin planning tasks after the notice to proceed is given and active work as Task Orders are issued. The anticipated contract duration is seven (7) years, ending in December 2023. The professional services shall be funded by incremental appropriation, though the use of approximately annual renewals, this award is planned to provide services to DOSD until the next planned renewal in 2020.

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.

Updating and developing hazardous energy control procedures ensures that maintenance and service work is performed as safely as possible within DPU facilities, preventing expenses associated with unsafe work practices. No community outreach or environmental factors are considered for this project beyond those already in place.

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

This contract will be a seven year, approximately annually funded; agreement based on known or executed construction contracts. Adjustments to fees and scope to this contract will be made by Contract Renewal based on annual proposals as requested by the City. The amount requested under this ordinance is \$100,000. This initial funding will provide for DOSD services estimated to be needed beginning in 2019.

	DOW	DOP	DOSD	Total
Original Contract	\$200,000	\$50,000	\$200,000	\$450,000
Renewal No. 1	\$0	\$0	\$100,000	\$100,000
Proposed Renewal No. 2 (Est 2020 Funding)	\$100,000	\$0	\$170,000	\$270,000
Proposed Renewal No. 3 (Est 2021 Funding)	\$100,000	\$0	\$50,000	\$150,000
Proposed Renewal No. 4 (Est 2022 Funding)	\$50,000	\$0	\$50,000	\$100,000
Proposed Renewal No. 5 (Est 2023 Funding)	\$0	\$0	\$100,000	\$100,000
CONTRACT PROPOSED TOTAL	\$450,000	\$50,000	\$670,000	\$1,170,000

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.)

PROPOSED RENEWAL NO. 1: \$100,000.00

This renewal provides \$100,000.00 of funding for updating and developing hazardous energy control procedures

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.)

Contract Renewal 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 service.

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 renewal being requested in the legislation, the estimated cost of any future known renewals and a total estimate of the contract cost.

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

A cost proposal was provided by Safex and reviewed by the Division of Sewerage and Drainage and was deemed acceptable. The cost of this contract renewal is consistent with the direct labor, overhead, and profit rates established within the original proposal.

13. Subconsultant information

N/A