



Legislation Text

File #: 0288-2023, Version: 1

1. BACKGROUND: This Ordinance authorizes the Finance and Management Director to enter into a contract, on behalf of the Office of Construction Management, with BBCO Design LLC for professional architectural / engineering services for the design and assessment of the following three Neighborhood Facilities projects:

Star House
The Refuge
Reeb Avenue Center

Funding for this project will come from the Community Development Block Grant (CDBG) under the U.S. Department of Housing and Urban Development (HUD). The Community Development Block Grant (CDBG) Entitlement Program provides annual grants on a formula basis to cities and counties to develop viable urban communities. An appropriation of funds will be needed to align this Ordinance with the Draft FY 2023 Annual Action Plan as approved by City Council through the adoption of Ordinance No. 3353-2022.

The Director of Finance and Management will also enter into agreements with the three community-based organizations, Star House, The Refuge, and Reeb Avenue Center, to define responsibilities regarding the planned improvements to said facilities.

2. BID INFORMATION: The selection of the firm providing the professional architectural / engineering services has been performed in accordance with the procedures set forth in Columbus City Code, Section 329, "Awarding professional service contracts through requests for proposals."

Requests for Proposals (RFP's) were opened on December 7, 2022. Three (3) bids were received.

1. BBCO Design LLC
2. Hardlines Design Co.
3. Allison Structural Group LTD

An evaluation committee reviewed and scored the proposals based on the criteria included Columbus City Code, Section 329. The Department of Finance and Management recommends an agreement be awarded to BBCO Design LLC.

3. CONTRACT COMPLIANCE INFO: 27-1134922, DAX No. 019748, expires 3/16/24, WBE

Searches in the Excluded Party List System (Federal) and the Findings for Recovery list (State) produced no findings against BBCO Design LLC.

4. EMERGENCY DESIGNATION: It is requested that this Ordinance be handled in an emergency manner as design and construction must be completed by November 2023 in order to utilize all available CDGB funding for the year.

5. FISCAL IMPACT: The appropriation and expenditure of \$227,680.89 will be needed within the Community Development Block Grant (CDBG) Fund.

This Ordinance will also authorize the Director of Finance and Management to enter into agreements with Star House, The Refuge, and Reeb Avenue Center.

To authorize the Director of Finance and Management to enter into a contract, on behalf of the Office of Construction Management, with BBCO Design LLC for professional architectural / engineering services for the design and assessment of three Neighborhood Facilities projects including Star House, The Refuge, and Reeb Avenue Center; to authorize the Director of Finance and Management to enter into agreements with Star House, The Refuge, and Reeb Avenue Center to define responsibilities regarding planned improvements to said facilities; to authorize the appropriation and expenditure of funds in an amount up to \$227,680.89 within the Community Development Block Grant Fund (CDBG); and to declare an emergency. (\$227,680.89)

WHEREAS, the Finance and Management Department, Office of Construction Management desires to enter into a contract for professional architectural / engineering services for the design and assessment of three Neighborhood Facilities projects, including Star House, The Refuge, and Reeb Avenue Center; and

WHEREAS, three (3) firms submitted proposals and BBCO Design LLC received the highest overall score from the evaluation committee and as such is recommended for project award; and

WHEREAS, it is necessary to authorize the Director of the Department of Finance and Management to enter into agreements with Star House, The Refuge, and Reeb Avenue Center to define responsibilities regarding the planned improvements to said facilities; and

WHEREAS, it is necessary to authorize the appropriation and expenditure of \$227,680.89 from the Community Development Block Grant Fund included in the Draft 2023 Annual Action Plan adopted under Ordinance No. 3353-2022; and

WHEREAS, an emergency exists in the usual daily operation of the Finance and Management Department, Office of Construction Management, in that it is immediately necessary to authorize the Finance and Management Director to enter into a contract with BBCO Design LLC for professional architectural / engineering services for the design and assessment of Star House, The Refuge, and Reeb Avenue Center facilities and to authorize the Finance and Management Director to enter into agreements with Star House, The Refuge, and Reeb Avenue Center to define responsibilities regarding planned improvements; in an emergency manner so design and construction can be completed within the timelines required of the CDBG grant; for the immediate preservation of public health, peace, property and safety; **now, therefore,**

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:

SECTION 1. That the Director of the Department of Finance and Management is hereby authorized to enter into a contract, on behalf of the Office of Construction Management, with BBCO Design LLC for professional architectural / engineering services for the design and assessment of three Neighborhood Facilities projects, including Star House, The Refuge, and Reeb Avenue Center, in an amount up to \$227,680.89.

SECTION 2. That the Director of Finance and Management is hereby authorized and directed to enter into agreements with Star House, The Refuge, and Reeb Avenue Center to define responsibilities regarding the planned improvements to said facilities.

SECTION 3. That the appropriation and expenditure up to \$227,680.89, or so much thereof as may be needed, is hereby authorized within the Community Development Block Grant Fund - Fund No. 2248, per the account codes in the attachment to this ordinance.

SECTION 4. That the monies in the foregoing sections shall be paid upon order of the Director of Finance and Management, and that no order shall be drawn or money paid except by voucher, the form of which shall be approved by the City Auditor.

SECTION 5. That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

SECTION 6. At the end of the grant period, any repayment of unencumbered balances required by the grantor is hereby authorized and any unused City match monies may be transferred back to the City fund from which they originated in accordance with all applicable grant agreements.

SECTION 7. That the City Auditor is authorized to make any accounting changes to revise the funding source for all contracts or contract modifications associated with this Ordinance.

SECTION 8. That the City Auditor is hereby authorized and directed to transfer any unencumbered balance in the project account to the unallocated balance within the same fund upon receipt of certification by the Director of the Department administering said project that the project has been completed and the monies no longer required for said project; except that no transfer shall be made from a project account by monies from more than one source.

SECTION 9. That the City Auditor is authorized to establish proper project accounting numbers as appropriate.

SECTION 10. That the funds necessary to carry out the purpose of this Ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

SECTION 11. That for reasons stated in the preamble hereto, which is hereby made a part hereof, this Ordinance is declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.