



Legislation Text

File #: 1697-2024, **Version:** 1

1. BACKGROUND: This Ordinance authorizes the Finance and Management Director to enter into a professional architectural / engineering services agreement, on behalf of the Office of Construction Management, with Advanced Engineering Consultants, Ltd., for the CDBG - Directions for Youth & Families HVAC Replacement project, in the amount of \$63,820.80.

The goal of this project is to replace nine rooftop HVAC units.

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 2024 Annual Action Plan as approved by City Council through the adoption of Ordinance No. 2993-2023.

The Director of Finance and Management will also enter into an agreement with Directions for Youth & Families, to define responsibilities regarding the planned improvements to said facilities, as approved by City Council through the adoption of Ordinance No. 2995-2023.

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."

Three (3) Requests for Proposals (RFP's) were opened on April 17, 2024:

1. Advanced Engineering Consultants, Ltd. (MBE)
2. Kramer Engineers
3. Star Consultants (MBE)

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 Advanced Engineering Consultants, Ltd.

3. CONTRACT COMPLIANCE INFO: DAX No. 5665, expires 4/12/26, WBE-designated

Searches in the Excluded Party List System (Federal) and the Findings for Recovery list (State) produced no findings against Advanced Engineering Consultants, Ltd.

4. SUBCONTRACTOR PARTICIPATION: An ODI goal was not assigned due to the low dollar threshold, however, Advanced Engineering Consultants, Ltd. is a WBE-designated vendor.

5. EMERGENCY DESIGNATION: It is requested that this Ordinance be handled in an emergency manner in order to comply with expenditure deadlines for CDBG funding.

6. FISCAL IMPACT: The appropriation and expenditure of \$63,820.80 will be needed within the Community Development Block Grant (CDBG) Fund.

To authorize the Director of the Department of Finance and Management to enter into a professional architectural / engineering services agreement, on behalf of the Office of Construction Management, with Advanced Engineering Consultants, Ltd., for the CDBG - Directions for Youth & Families HVAC Replacement project; to authorize the appropriation and expenditure of funds in the amount of \$63,820.80 within the Community Development Block Grant Fund (CDBG); and to declare an emergency. (\$63,820.80)

WHEREAS, the Finance and Management Department, Office of Construction Management desires to enter into a professional architectural / engineering services agreement for the CDBG - Directions for Youth & Families HVAC Replacement project; and

WHEREAS, three (3) firms submitted proposals and Advanced Engineering Consultants, Ltd. 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 appropriation and expenditure of \$63,820.80 from the Community Development Block Grant Fund included in the Draft 2024 Annual Action Plan adopted under Ordinance No. 2993-2023; 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 professional architectural / engineering services agreement with Advanced Engineering Consultants, Ltd., for the CDBG - Directions for Youth & Families HVAC Replacement project in an emergency manner in order to comply with expenditure deadlines for CDBG funding; and 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 professional architectural / engineering services agreement, on behalf of the Office of Construction Management, with Advanced Engineering Consultants, Ltd., for the CDBG - Directions for Youth & Families HVAC Replacement project, in an amount up to \$63,820.80.

SECTION 2. That the appropriation and expenditure up to \$63,820.80, 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 3. 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 4. 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 5. That 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 6. 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 7. 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.