



## Legislation Text

**File #:** 2906-2016, **Version:** 1

### 1. BACKGROUND

This legislation authorizes the Director of Public Service to enter into professional services contracts with EMH&T (Evans, Mechwart, Hambleton & Tilton) in the amount of up to \$250,000.00 for the Roadway Improvements - Design Manual project.

The intent of this project is to provide the City of Columbus, Department of Public Service, additional resources for the development of a Department Design Manual. This manual will organize existing City of Columbus standards, policies, recommended practices and standard drawings into one comprehensive formal document. The manual will give the Department of Public Service design and review personnel a reference document to ensure that a clear, complete, and concise study or set of plans are developed. The manual will provide a centralized source for consultants to utilize for plan and study preparation and development. In addition, the document will provide the Department of Public Service personnel a reference document which will assure design consistency with consultant designs. The end result of this project will be a logically sound, clear, and organized design manual in electronic format.

The Department of Public Service, Office of Support Services, solicited Requests for Proposals for the Roadway Improvements - Design Manual contract. The project was formally advertised on the Vendor Services web site from September 30, 2016, to October 13, 2016. The City received two (2) responses. Both proposals were deemed responsive and were fully evaluated when the Evaluation Committee met on October 21, 2016. The responding firms were:

<u>Company Name</u>	<u>City/State</u>	<u>Majority/MBE/MBR/F1/AS1/PHC</u>
EMH&T	Columbus, OH	MAJ
HDR	Columbus, OH	MAJ

EMH&T received the highest score by the evaluation committee and will be awarded the Roadway Improvements - Design Manual contract.

Searches in the Excluded Party List System (Federal) and the Findings for Recovery list (State) produced no findings against EMH&T.

### 2. CONTRACT COMPLIANCE

EMH&T's contract compliance number is 310685594 and expires 02/18/2018.

### 3. FISCAL IMPACT

Funding for this contract is available within the Streets and Highways Improvement Non-Bond Fund. An amendment to the 2016 Capital Improvements Budget is necessary for the purpose of providing sufficient spending authority for the aforementioned project expenditure.

### 4. EMERGENCY DESIGNATION

Emergency action is requested to expedite this contract to maintain established project schedules and to allow the department to enter into contract prior to year end.

To amend the 2016 Capital Improvement Budget; to authorize the City Auditor to appropriate funds within the Streets and Highways Improvement Fund; to authorize the City Auditor to transfer cash and appropriation within the Streets and Highways Improvement Fund; to authorize the Director of Public Service to enter into a professional services contract

with EMH&T for the Roadway Improvements - Design Manual project; to authorize the expenditure of up to \$250,000.00 from the Streets and Highways Improvement Fund to pay for this contract; and to declare an emergency. (\$250,000.00)

**WHEREAS**, there is a need to enter into a professional services contract to provide for organization of existing City of Columbus standards, policies, recommended practices and standard drawings into one comprehensive formal document; and

**WHEREAS**, the Department of Public Service, Office of Support Services, solicited Requests for Proposals for the Roadway Improvements - Design Manual project; and

**WHEREAS**, EMH&T submitted the best overall proposal for this project; and

**WHEREAS**, it is necessary to enter into a contract with EMH&T for the provision of professional engineering consulting services described above in the amount of up to \$250,000.00; and

**WHEREAS**, it is necessary to authorize an amendment to the 2016 Capital Improvement Budget for the purpose of providing sufficient spending authority for the aforementioned project expenditure; and

**WHEREAS**, an emergency exists in the usual daily operation of the Department of Public Service in that it is immediately necessary to authorize the Director of Public Service to enter into contract with EMH&T in order to provide funding for the Roadway Improvements - Design Manual so that upcoming construction projects may be governed by updated standards, policies, and practices as soon as possible, thereby preserving the public health, peace, property, safety and welfare; **now, therefore**

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

**SECTION 1.** That the 2016 Capital Improvement Budget authorized by ordinance 0960-2016 be amended as follows to provide sufficient authority for the appropriate projects authorized within this ordinance as follows:

**Fund / Project / Project Name / C.I.B. / Change / C.I.B. as Amended**

7766 / P766999-100000 / Unallocated Balance Fd. 766 (Street & Highway Imp Carryover) / \$1,871,830.00 / (\$250,000.00) / \$1,621,830.00

7766 / P530161-100150 / Roadway Improvements - Design Manual (Street & Highway Imp Carryover) /\$0.00 / \$250,000.00 / \$250,000.00

**SECTION 2.** That from the unappropriated monies and from all monies estimated to come into said fund from any and all sources and unappropriated for any other purpose during the fiscal year ended December 31, 2016, the sum of \$250,000.00 is appropriated in Fund 7766 Streets and Highways Improvement Non-Bond Fund in Object Class 06 per the account codes in the attachment to this ordinance.

**SECTION 3.** That the transfer of \$250,000.00, or so much thereof as may be needed, is hereby authorized between projects within Fund 7766 Streets and Highways Improvement Non-Bond Fund per the account codes in the attachment to this ordinance.

**SECTION 4.** That the Director of Public Service be, and hereby is, authorized to enter into professional services contracts with EMH&T at 5500 New Albany Road, Columbus, Ohio 43054, for professional engineering consulting services in an amount up to \$250,000.00, for the Division of Design and Construction.

**SECTION 5.** That the expenditure of \$250,000.00, or so much thereof as may be needed, is hereby authorized in Fund 7766 Streets and Highways Improvement Non-Bond Fund in object class 06 Capital Outlay per the accounting codes in

the attachment to this ordinance.

**SECTION 6.** 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 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 to transfer the unencumbered balance in a project account to the unallocated balance account 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 are no longer required for said project.

**SECTION 9.** That for the reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby 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.