



Legislation Text

File #: 2687-2021, Version: 1

1. BACKGROUND

This ordinance authorizes the Director of Public Service to enter into a professional services contract with Toole Design Group, LLC in an amount of up to \$400,000.00 for the Roadway Improvement - Design Manual Ped-Bike-Traffic Control project.

The intent of this project is to provide the Department of Public Service additional resources for the development of a Department Design Manual. This project involves developing Department Design Memos covering subsections of chapters for eventual inclusion in a department Design Manual at a later date. These memos will serve to memorialize existing and proposed City of Columbus standards, policies, recommended practices and standard drawings into a series of formal documents, while also providing city personnel a reference document which will assure design consistency for all projects in City of Columbus Right-of-Way.

In addition, the department seeks to have the team prepare and present a training program for all Department of Public Service Project Managers. This will include but is not limited to communicating effectively with consultants, managing projects using the City of Columbus Project Management Information System and maintaining proper ethics when managing projects. The consultant may be asked to include a Project Manager’s manual that will cover a project’s initiation to completion and include the information in the training program.

The Department of Public Service, Office of Support Services, solicited Requests for Proposals for the Roadway Improvement - Design Manual Ped-Bike-Traffic Control contract. The project was formally advertised on the Vendor Services and Bonfire web sites from August 24, 2021, to September 20, 2021. The City received one (1) response. The proposal was deemed responsive and was fully evaluated when the Evaluation Committee met on September 29, 2021. The responding firm was:

<u>Company Name</u>	<u>City/State</u>	<u>Majority/MBE/MBR/F1/AS1/PHC</u>
Toole Design Group, LLC	Columbus, OH	MBR

Toole Design Group, LLC received 89.6 points from the Evaluation Committee out of a possible 100 and will be awarded the Roadway Improvement - Design Manual Ped-Bike-Traffic Control contract.

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

2. CONTRACT COMPLIANCE

The contract compliance number for Toole Design Group, LLC is CC000315 and expires 09/15/2022.

3. FISCAL IMPACT

Funding and appropriation for this contract is available within Fund 7704, the Streets and Highways Bond Fund. A transfer of cash and appropriation is necessary to align spending with the proper project.

4. EMERGENCY DESIGNATION

Emergency action is requested to expedite this contract to complete the project in a timely manner.

To authorize the transfer of funds and appropriation within the Streets and Highways Bond Fund; to authorize the Director of Public Service to enter into a professional services contract with Toole Design Group for the Roadway

Improvement - Design Manual Ped-Bike-Traffic Control project; to authorize the expenditure of up to \$400,000.00 from the Streets and Highways Bond Fund to pay for this contract; and to declare an emergency. (\$400,000.00)

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 for formal training of City of Columbus personnel; and

WHEREAS, the Department of Public Service, Office of Support Services, solicited Requests for Proposals for the Roadway Improvement - Design Manual Ped-Bike-Traffic Control project; and

WHEREAS, Toole Design Group, LLC submitted the best overall proposal for this project; and

WHEREAS, it is necessary to enter into a contract with Toole Design Group, LLC for the provision of professional engineering consulting services described above in the amount of up to \$400,000.00; and

WHEREAS, it is necessary for Council to authorize a transfer of funds and appropriation within Fund 7704, the Streets and Highways Bond Fund, to establish sufficient cash to pay for the project; 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 Toole Design Group, LLC in order to provide funding for the Roadway Improvement - Design Manual Ped-Bike-Traffic Control so that upcoming construction projects may be governed by updated standards, policies, and practices as soon as possible, to ensure the safety of the travelling public 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 transfer of \$400,000.00, or so much thereof as may be needed, is hereby authorized within Fund 7704 (Streets and Highways Bond Fund), from Dept-Div 5912 (Design and Construction), Project P531034-100000 (Roadway - Sullivant Avenue - Hague to I70), Object Class 06 (Capital Outlay) to Dept-Div 5912 (Design and Construction), Project P530161-100218 (Roadway Improvement - Design Manal Ped-Bike-Traffic Control), Object Class 06 (Capital Outlay) per the accounting codes in the attachment to this ordinance.

SECTION 2. That the Director of Public Service be, and hereby is, authorized to enter into a professional services contract with Toole Design Group, LLC at 149 North High Street, Columbus, Ohio 43215, for the Roadway Improvement - Design Manual Ped-Bike-Traffic Control project in an amount of up to \$400,000.00.

SECTION 3. That the expenditure of \$400,000.00, or so much thereof as may be needed, is hereby authorized in Fund 7704 (Streets and Highways Bond Fund), Dept-Div 5912 (Design and Construction), Project P530161-100218 (Roadway - Improvement - Design Manal Ped-Bike-Traffic Control), in Object Class 06 (Capital Outlay) per the accounting codes in the attachment to this ordinance.

SECTION 4. Funds are hereby deemed appropriated and expenditures and transfers authorized to carry out the purposes of this ordinance and the City Auditor shall establish such accounting codes as necessary.

SECTION 5. 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 6. 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 7. 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.