



## Legislation Details (With Text)

**File #:** 0997-2024      **Version:** 1

**Type:** Ordinance      **Status:** Passed

**File created:** 3/29/2024      **In control:** Public Utilities & Sustainability Committee

**On agenda:** 5/6/2024      **Final action:** 5/9/2024

**Title:** To authorize the Director of Public Utilities to enter into a contract renewal with Burgess & Niple, Inc. for grant writing services; and to authorize the expenditure of \$80,000.00 split among the Electricity, Water, Sanitary Sewer, and Stormwater Operating Funds. (\$80,000.00)

**Sponsors:**

**Indexes:** WBE Participation

**Code sections:**

**Attachments:** 1. ORD 0997-2024 Financial Coding - Burgess & Niple - Grant Writing Services, 2. ORD 0997-2024 Grant Writing Services - Burgess & Niple - Additional Info Form

Date	Ver.	Action By	Action	Result
5/9/2024	1	ACTING CITY CLERK	Attest	
5/7/2024	1	MAYOR	Signed	
5/6/2024	1	COUNCIL PRESIDENT	Signed	
5/6/2024	1	Columbus City Council	Approved	Pass
4/29/2024	1	Columbus City Council	Read for the First Time	

This legislation authorizes the Director of Public Utilities (DPU) to enter into a contract renewal with Burgess & Niple, Inc. for grant writing services. The consultant will continue to help with researching, developing, writing, preparing and submitting successful grant proposals for federal and state government grants and private foundation grants. Primary responsibilities include identifying and responding to all eligible grant opportunities selected by the City, providing advocacy guidance and public relations support, and grant program tracking. The consultant will also help with procurement of support through congressionally directed spending requests.

### PROCUREMENT:

The Department of Public Utilities solicited competitive bids through the Vendor Services and Bonfire websites from March 3, 2023 to March 24, 2023 for grant writing services in accordance with the relevant provisions of Chapter 329 of City Code (RFQ024179). Two (2) bids, both by majority vendors, were received. Both bids were deemed responsive and were evaluated on March 28, 2023. The evaluation committee determined that Burgess & Niple submitted the strongest proposal because it provided a comprehensive understanding of the task and how to assist the City's needs and due to the Project Manager and project team's prior experience with utility related grants.

The term of the contract, authorized by Ordinance 1159-2023, is for one-year with two renewal options. This ordinance authorizes the first renewal and is being submitted in accordance with the relevant provisions of Chapter 329 of City Code. For each year of the contract, funding is contingent on funding availability, mutual agreement between the parties, approval of City Council, and certification of funds by the City Auditor.

1. Amount of additional funds: The total amount of additional funds needed for this contract renewal #1 is \$80,000.00. Total contract amount including this renewal remains \$330,000.00
2. Reason additional funds were not foreseen: n/a - additional funds were expected as part of the first and second

authorized renewals.

3. Reason other procurement processes were not used: Regular procurement processes were utilized and this is the first year of two authorized renewal options.
4. How was cost determined: The renewal is based upon estimated requirements for 2024 at rates established in the existing contract.

#### **MINORITY AND WOMAN OWNED BUSINESS ENTERPRISE & SMALL LOCAL BUSINESS ENTERPRISE PROGRAM:**

This contract opportunity was submitted to the City's Office of Diversity and Inclusion (ODI) for review and assignment of an MBE/WBE goal prior to bidding. ODI determined there was not an opportunity for MBE/WBE participation in this contract and did not assign a goal. This contract was not bid with a City of Columbus MBE/WBE Program goal and the requirements of the City's MBE/WBE Program are not applicable to this contract.

#### **SUPPLIER:**

Burgess & Niple, Inc. | EIN on file | D365 Vendor #004425 | Expires 1/10/2026 |  
The company does not hold MBE or WBE status.

#### **SUBCONTRACTOR:**

Murphy Epsen Inc. | EIN on file | D365 Vendor #004934 | Expires 1/26/2025 |  
The company holds WBE status.

Neither the Contractor nor Subcontractor are debarred according to the Excluded Party Listing System of the Federal Government or prohibited from being awarded a contract according to the Auditor of State Unresolved Findings for Recovery Certified Search.

#### **FISCAL IMPACT:**

\$80,000.00 is available. While \$75,000.00 was budgeted for this, the Division will make up the deficit through surplus in other service main accounts.

\$39,099.99 has been spent in 2024  
\$90,074.37 was spent in 2023  
\$0.00 was spent in 2022

To authorize the Director of Public Utilities to enter into a contract renewal with Burgess & Niple, Inc. for grant writing services; and to authorize the expenditure of \$80,000.00 split among the Electricity, Water, Sanitary Sewer, and Stormwater Operating Funds. (\$80,000.00)

**WHEREAS**, The Department of Public Utilities has a need for assistance researching, developing, writing, preparing and submitting successful grant proposals for federal and state government grants and private foundation grants, and in procuring support through congressionally directed spending requests; and

**WHEREAS**, the contract opportunity was submitted to the City's Office of Diversity and Inclusion (ODI) for review and assignment of an MBE/WBE goal prior to bidding and ODI determined there was not an opportunity for MBE/WBE participation in this contract and did not assign a goal; and

**WHEREAS**, the Department of Public Utilities solicited competitive bids for these services in accordance with the provisions of Chapter 329 of City Code through RFQ024179; and

**WHEREAS**, two (2) bids, both by majority vendors, were received, deemed responsive, and evaluated on March 28, 2023; and

**WHEREAS**, the evaluation committee determined that Burgess & Niple, Inc. submitted the strongest proposal because it provided a comprehensive understanding of the task and how to assist the City's needs and due to the Project Manager and project team's prior experience with utility related grants; and

**WHEREAS**, Burgess & Niple has used a subcontractor for some of the work under the contract and their subcontractor, Murphy Epsom, Inc., is a certified WBE; and

**WHEREAS**, the contract was bid as a one (1) year contract and permitted two (2) additional renewal options contingent upon mutual agreement of the parties, availability of budgeted funds, approval of City Council, and certification of funds by the City Auditor; and

**WHEREAS**, this ordinance authorizes the first renewal and is being submitted in accordance with the relevant provisions of Chapter 329 of City Code; and

**WHEREAS**, the expenditure of \$80,000.00 or so much thereof as may be needed, is hereby authorized from object class 03, Services, split among the Electricity, Water, Sanitary Sewer, and Stormwater Operating Funds, per the accounting codes in the attachment to this ordinance; and

**WHEREAS**, it has become necessary in the usual daily operation of the Department of Public Utilities to authorize the Director of Public Utilities to enter into a contract renewal for grant writing services with Burgess & Niple, Inc.; and  
**NOW, THEREFORE**

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

**SECTION 1.** That the Director of Public Utilities is hereby authorized to enter into a contract renewal with Burgess & Niple, Inc., 330 Rush Alley, Suite 700, Columbus, Ohio 43215, for grant writing services. This renewal adds \$80,000.00 to the contract.

**SECTION 2.** That this contract is in accordance with the relevant provisions of Chapter 329 of City Code.

**SECTION 3.** That the expenditure of \$80,000.00 or so much thereof as may be needed, is hereby authorized from object class 03, Services, split among the Electricity, Water, Sanitary Sewer, and Stormwater Operating Funds, per the accounting codes in the attachment to this ordinance.

**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 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 this ordinance shall take effect and be in force from and after the earliest period allowed by law.