



## Legislation Text

**File #:** 3222-2019, **Version:** 1

**BACKGROUND:** This legislation authorizes the Finance and Management Director to enter into a contract on behalf of the Office of Construction Management with Prime AE Group, Inc. in an amount up to \$800,000.00 for the Professional Architectural/Engineering Services - Task Order Basis contract.

The Department of Finance and Management (DOFM) initiated a procurement effort that will result in the award and execution of a contract for small projects completed on a task order basis. The intent of the contract is to provide the Office of Construction Management with continuing, contractual access to professional Architectural/Engineering (A/E) services, as well as provide technical expertise on capital projects. The A/E firm will be responsible for the complete architectural design and construction administration for each project, including but not limited to: structural, mechanical, electrical, and civil engineering; as well as programming/space planning, site development, full design, cost estimating, construction inspection, shop drawing review, geotechnical, environmental site assessment, landscaping, and other services as required for the completion of the project.

The Department of Finance and Management, Office of Construction Management, solicited Request for Proposals for the Professional Architectural/Engineering Services - Task Order Basis contract. The project was formally advertised on Vendor Services website. On September 18, 2019 the city received nine (9) responses (0 AS1, 0 FBE, 3 MBE,) as listed. All proposals were deemed responsive and were fully evaluated by the Evaluation Committee:

<u>Company</u>	<u>City</u>	<u>AS1/FBE/MBE</u>
Advanced Engineering Consultants	Columbus	EBOCC
CMTA, Inc.	Cincinnati	N/A
Dynamix Engineering, LTD	Grandview Heights	MBE
Heapy Engineering	Columbus	EBOCC
Karpinski Engineering	Columbus	EBOCC
Kramer Engineers	Columbus	N/A
Prime AE Group	Columbus	MBE
Roger D. Fields & Associates	Columbus	EBOCC
Star Consultants, Inc.	Columbus	MBE

Prime AE Group, Inc. received the highest score by the evaluation committee and will be awarded the Professional Architectural/Engineering Services - Task Order Basis contract.

Prime AE Group, Inc. Contract Compliance No. 26-0546656, expiration date February 28, 2021.

**Emergency action** is requested to provide funding for architectural, engineering, and design services for city departments so that the design of existing renovation projects can continue without delay.

**Fiscal Impact:** This ordinance authorizes an expenditure of \$300,000.00 from the Construction Management Capital Improvement Fund and \$500,000.00 from the Public Service Capital Budget with Prime AE Group, Inc. for small-scale professional services. This ordinance also authorizes an amendment to the 2019 Capital Improvement budget (CIB) and the transfer of funds within the Construction Management Capital Improvement Fund and Public Service Capital Budget.

To amend the 2019 Capital Improvement Budget; to authorize the City Auditor to transfer funds between projects within the Construction Management Capital Improvement Fund and the Public Service Capital Budget; to authorize the Director of Finance and Management to enter into a contract on behalf of the Office of Construction Management with

Prime AE Group, Inc. for services related to the Professional Architectural/Engineering Services - Task Order Basis contract; to authorize the expenditure of \$300,000.00 from the Construction Management Capital Improvement Fund; to authorize the expenditure of \$500,000.00 from the Public Service Capital Budget; and to declare an emergency. (\$800,000.00)

**WHEREAS**, it is necessary to amend the 2019 Capital Improvement Budget and to authorize the transfer of funds between projects within the Construction Management Capital Improvement Fund and the Public Service Capital Budget; and

**WHEREAS**, nine firms submitted bids and Prime AE Group, Inc. achieved the highest score from the evaluation committee; and

**WHEREAS**, after evaluating the RFP's and negotiating costs of services, the Finance and Management Director is recommending a contract award to Prime AE Group, Inc.; and

**WHEREAS**, it is necessary to authorize the expenditure \$300,000.00 from the Construction Management Capital Improvement Fund; and

**WHEREAS**, it is necessary to authorize the expenditure of \$500,000.00 from the Public Service Capital Budget; and

**WHEREAS**, an emergency exists in the usual daily operation of the Department of Finance and Management in that it is immediately necessary to authorize the Director of Finance and Management to enter into contract with Prime AE Group, Inc. for engineering design services related to the Professional Architectural/Engineering Services - Task Order Basis contract so that the design of existing renovation projects can continue without delay, 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 Finance and Management Director is hereby authorized to enter into a contract, on behalf of the Office of Construction Management, with Prime AE Group, Inc. for professional services.

**SECTION 2.** That the 2019 Capital Improvement Budget authorized by ordinance 1326-2019 to be amended as follows to establish sufficient authority for this project:

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

7733 / P570036-100000 / City Hall Plaza East Renovations (Unvoted Carryover) / \$1,011,977.00 / (\$300,000.00) / \$711,977.00

7733 / P570030-100208 / Construction Management - Design Services (Unvoted Carryover) / \$0.00 / \$300,000.00 / \$300,000.00

7704 / P440104-100008 / Roadway Improvements - 18<sup>th</sup> Street (Unvoted Carryover) / \$880,871.00 / (\$500,000.00) / 380,871.00

7704 / P590130-100063 / Facilities - General Engineering 2019 (Unvoted Carryover) / \$0.00 / \$500,000.00 / \$500,000.00

**SECTION 3.** That the transfer of \$300,000.00, or so much thereof as may be needed, is hereby authorized within Fund 7733, (Construction Management Capital Improvement Fund), from Dept-Div 4550, Project P570036-100000 (City Hall Plaza East Renovations), Object Class 06 (Capital Outlay) to Fund 7733 (Construction Management Capital Improvement Fund), Dept-Div 4550, P570030-100208 (Construction Management - Design Services), Object Class 06 (Capital Outlay) per the accounting codes in the attachment to this ordinance.

**SECTION 4.** That the transfer of \$500,000.00 or so much thereof as may be needed, is hereby authorized within Fund 7704, (Facilities - General Engineering 2019) from Dept-Div 5912 (Division of Infrastructure Management), Project P440104-100008 (Roadway Improvements - 18<sup>th</sup> Street), Object Class 06 (Capital Outlay) to Fund 7704 (Streets and Highways Voted Capital Funds), Dept-Div 5912 (Division of Infrastructure Management), P590130-100063 (Facilities - General Engineering 2019), Object Class 06 (Capital Outlay) per the accounting codes in the attachment to this ordinance.

**SECTION 5.** That the expenditure of \$300,000.00, or so much thereof as may be necessary in regards to the action authorized in SECTION 1, is hereby authorized in Fund 7733, (Construction Management Capital Improvement Fund), in Dept-Div 4550, P570030-100208 (Construction Management - Design Services), in Object Class 06 (Capital Outlay) per the accounting codes in the attachment to this ordinance.

**SECTION 6.** That the expenditure of \$500,000.00, or so much thereof as may be necessary in regards to the action authorized in SECTION 1, is hereby authorized in Fund 7704, (Facilities - General Engineering 2019), in Dept-Div 5912, P590130-100063 (Facilities - General Engineering 2019), in Object Class 06 (Capital Outlay) per the accounting codes in the attachment to this ordinance.

**SECTION 7.** 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 8.** 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 9.** 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 10.** 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 11.** That for reasons stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared an emergency measure and shall take effect and be enforced from and after its passage and approval by the Mayor, or ten days after passage if the Mayor neither approves nor vetoes the same.