



## Legislation Text

**File #:** 1866-2020, **Version:** 1

### 1. BACKGROUND

This legislation authorizes the Director of Public Service to modify a professional services contract with EMH&T (Evans, Mechwart, Hambleton & Tilton) to add funds to complete the Roadway Improvements - Design Manual project.

Ordinance 2906-2016 authorized the Director of Public Service to enter into a professional services contract with EMH&T for the Roadway Improvements - Design Manual project. The intent of this project was to provide the City of Columbus, Department of Public Service, additional resources for the development of a Department Design Manual. This manual was to 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 also 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.

During the original contract scope negotiations it was decided to do the contract in two stages. Ordinance 1675-2018 was a planned modification that authorized the Director of Public Service to add funds to the contract in the amount of \$175,312.53 to complete the project.

This ordinance authorizes the Director of Public Service to modify the contract in the amount of up to \$15,000.00. This is an unplanned modification. After the release of the City of Columbus CAD Standards it became evident that there were some files that were not included in the original contract work that were needed to provide complete standards for the design community. This modification will cover the cost of developing and providing those missing files. It was deemed to be more cost efficient to modify the existing contract than to bid this part of the work.

The original contract amount:	\$149,687.47 (PO041131, Ord. 2906-2016)
The total of Modification No. 1:	\$175,312.53 (PO135544/PO137439, Ord. 1675-2018)
The total of Modification No. 2:	<u>\$ 15, 000.00 (This Ordinance)</u>
The contract amount including all modifications:	\$340,000.00

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

### 2. CONTRACT COMPLIANCE

The contract compliance number for EMH&T is CC004214 and expires 12/17/2021.

### 3. FISCAL IMPACT

Funding in the amount of \$15,000.00 is appropriated and available within the Streets and Highways Bond Fund, Fund 7704. An amendment to the 2019 Capital Improvements Budget is necessary to align budget authority with the proper project.

### 4. EMERGENCY DESIGNATION

Emergency action is requested so the completed design standards will be available for use as soon as possible.

To amend the 2019 Capital Improvements Budget; to authorize the Director of Public to enter into a contract modification

with EMH&T in connection with the Roadway Improvements - Design Manual project; to authorize the expenditure of up to \$15,000.00 from the Streets and Highways Bond Fund to pay for the modification; and to declare an emergency. (\$15,000.00)

**WHEREAS**, contract PO041131 with EMH&T in the amount of \$149,687.47 was authorized by Ordinance 2906-2016 to fund the initial development of the Roadway Improvements - Design Manual project; and

**WHEREAS**, modification 1 to the contract in the amount of \$175,312.53 was authorized by Ordinance 1675-2018 as a planned modification to complete the project; and

**WHEREAS**, it has become necessary to modify the contract in an amount up to \$15,000.00 to fund work not included in the original contract scope that is needed to provide complete standards for the design community; and

**WHEREAS**, it is necessary to amend the 2019 Capital Improvements Budget to align budget authority with the proper project; and

**WHEREAS**, it is necessary to expend funds to pay for the project work; and

**WHEREAS**, an emergency exists in the usual daily operation of the Department of Public Service in that it is immediately necessary to enter into a contract modification with EMH&T so the completed design standards will be available for use as soon as possible, thereby preserving the public health, peace, safety, and welfare; **now, therefore**

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

**SECTION 1.** That the 2019 Capital Improvements Budget authorized by Ordinance 1326-2019 be amended to establish sufficient authority for this project:

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

7704 / P530161-100000 / Roadway Improvements (Voted Carryover) / \$58,672.00 / (\$15,000.00) / \$43,672.00

7704 / P530161-100150 / Roadway Improvements - Design Manual (Voted Carryover) / \$0.00 / \$15,000.00 / \$15,000.00

**SECTION 2.** That the Director of Public Service be, and hereby is, authorized to enter into a contract modification with EMH&T, 5500 New Albany Road, Columbus, Ohio, 43054, for the Roadway Improvements - Design Manual project in the amount of \$15,000.00, or so much thereof as may be needed, in accordance with the plans and specifications on file in the Department of Public Service, which are hereby approved.

**SECTION 3.** That the expenditure of \$15,000.00, 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 P530161-100150 (Roadway Improvements - Design Manual), 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.