



## Legislation Text

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**File #: 1159-2023, Version: 1**

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This legislation authorizes the Director of Public Utilities (DPU) to enter into a contract with Burgess & Niple, Inc. for grant writing services. The consultant will 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 will be for one-year with two renewal options. 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.

### **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 31-0885550 | D365 Vendor #004425 | Expires 2/9/2024 |  
The company does not hold MBE or WBE status.

### **SUBCONTRACTOR:**

Murphy Epsen Inc. | EIN 31-1263605 | D365 Vendor #004934 | Expires 1/26/2025 |  
The company holds WBE status and their certification was in good standing at the time of award.

Neither the Contractor nor Subcontractor is 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:**

\$250,000.00 is budgeted and available for this contract.

\$0.00 was spent in 2022

\$0.00 was spent in 2021

**EMERGENCY DESIGNATION:**

This ordinance is being submitted as an emergency in order to take advantage of current and upcoming state, federal, and private grant application deadlines and provide assistance with immediate congressionally directed grant opportunities submitted by the Department in March of 2023. Without emergency action the Department could be forgoing important grant opportunities and not have the ability to seek guidance and assistance from the consultant for most of the second quarter of 2023.

To authorize the Director of Public Utilities to enter into a contract with Burgess & Niple, Inc. for grant writing services; to authorize the expenditure of \$250,000.00 split among the Electricity, Water, Sanitary Sewer, and Stormwater Operating Funds; and to declare an emergency. (\$250,000.00)

**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 intends to use 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**, the expenditure of \$250,000.00 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**, an emergency exists in the usual daily operation of the Department of Public Utilities, to take advantage of current and upcoming state, federal, and private grant application deadlines and to receive assistance with immediate congressionally directed grant opportunities submitted by the Department in March of 2023 and without emergency action the Department could

be forgoing important grant opportunities and not have the ability to seek guidance and assistance from the consultant for most of the second quarter of 2023 therefore it is immediately necessary to authorize the Director of Public Utilities to enter into a contract for grant writing services with Burgess & Niple, Inc., without delay, all for the immediate preservation of the public health, peace, property and safety; 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 with Burgess & Niple, Inc., 330 Rush Alley, Suite 700, Columbus, Ohio 43215, for grant writing services.

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

**SECTION 3.** That the expenditure of \$250,000.00 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 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.