

City of Columbus

Solicitation Number: RFQ014601

Request for Proposals for

WORK AND ASSET MANAGEMENT SYSTEM STUDY
Department of Public Utilities

Response Due Date and Time:
Friday, February 14, 2020
1:00PM Local Time

Submissions will only be accepted electronically at
<https://columbus.bonfirehub.com/projects/view/22909>

PROPOSAL SIGNATURE FORM

This page, signed by an officer of the offering firm or a designated agent empowered to bind that entity in a contract with the Department of Public Utilities, should accompany each proposal submitted for consideration.

I, the undersigned, having carefully examined the Request for Proposals (RFP), propose to furnish services in accordance therewith as set forth in the attached proposal.

I hereby certify that, to the best of my knowledge, this submission is complete and all statements made therein are true and accurate.

I also affirm I am duly authorized to sign and submit this response on behalf of the Offeror named below.

I further acknowledge that by signing this form I am representing that, in the event this proposal is accepted, the Offeror is willing and able to execute a contract in the form shown in the RFP, with the understanding that the scope and compensation provisions will be negotiated and included in the final contract.

By my signature below, I attest that I have read, understand and agree to the terms, conditions and requirements set forth in the RFP, including, but not limited to: the Department's standard contract terms and conditions and any special terms and conditions incorporated in the solicitation documents.

Failure to sign and return this form may result in the rejection of the accompanying proposal.

OFFEROR INFORMATION:

OFFEROR (Company Name): _____

ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____ EMAIL: _____

AUTHORIZATION TO PROPOSE:

Signature (Manually signed in ink)

Date

Printed Name

Title

TERMS AND CONDITIONS FOR CONSULTANTS INFORMATION FOR CONSULTANTS

SUBMISSION OF PROPOSAL

Proposals must be submitted according to this proposal form.

ACCEPTANCE AND REJECTION

This proposal submitted by the consultant to the City of Columbus will be accepted or rejected within a period of 180 days from proposal due date. The City reserves the right to waive technicalities, and to request new proposals (rebid) on the required material. Each invitation for Bids, Request for Statements of Qualifications, and Request for Proposals issued by the City shall state that the Bid or Request may be cancelled and that any bid or proposal may be rejected in whole or in part when it is for good cause and in the best interests of the City.

WITHDRAWAL OF PROPOSALS

Consultants may withdraw their proposals at any time prior to the time specified in the advertisement as the closing time for the receipt of proposals. However, no consultant shall withdraw or cancel his/her proposal for a period of 180 calendar days after said advertised closing time for the receipt of proposals.

APPLICABLE LAWS

The Revised Code of the State of Ohio, the Charter of the City of Columbus, and all City ordinances insofar as they apply to the laws of competitive bidding, contracts, and purchases, are made a part hereof.

CONTRACT

The consultant to whom an award is made will be required to execute a written contract with the City of Columbus, Ohio within seven days after receiving such contract for execution.

LIABILITY, INSURANCE, LICENSES AND PERMITS

Where consultants are required to enter or go onto City of Columbus property to deliver materials or perform work or services as a result of bid award, the consultant will assume full duty, obligation and expense of obtaining all necessary licenses, permits, and insurance when required. The consultant shall be liable for any damages or loss to the City occasioned by negligence of the consultant (or his agent) or any person the consultant has designated in the completion of his contract as a result of his bid. Particular attention is directed to the statutory requirements of the State of Ohio relative to the licensing of corporation organized under the Laws of any other State.

TAXES

Federal and/or State Taxes are not to be included in prices quoted. The successful consultant will be furnished an exemption certificate if needed.

CHANGES AND ADDENDA TO PROPOSAL DOCUMENTS

Questions as to the interpretation of the Request for Proposal shall be submitted in writing to the Fiscal Manager at DPUCapitalRFP@columbus.gov. In order to receive consideration, questions must be received by the question cut-off date as indicated in the advertisement. Any interpretations of questions so raised, which in the opinion of the City or its representative require interpretations, will be issued by addenda posted on the City's Consultant Services web site. The City or its representative will not be bound by any oral interpretations which are not reduced to writing and included in the addenda.

CAMPAIGN CONTRIBUTIONS

Consultant hereby certifies the following: that it is familiar with Ohio Revised Code ("O.R.C.") Section 3517.13; that it is in compliance with Divisions (I) and (J) of that Section; that it is eligible for this contract under the law and will remain in compliance with O.R.C. Section 3517.13 for the duration of this contract and for one year thereafter.

IN THE EVENT OF A CONTRACT

An agreement which may result from this proposal shall not be modified or altered by any subsequent course of performance between parties or by additional terms contained in any subsequent documents unless said additional or differing terms are incorporated by contract modification authorized to be entered into by ordinance.

REMEDIES

All claims, counterclaims, disputes and other matters in question between the City, its agents and employees, and the consultant arising out of or relating to this agreement or its breach will be decided in a court of competent jurisdiction within the County of Franklin, State of Ohio. Terms and conditions, submitted with this proposal, which are contrary to City Code or Charter shall be disregarded for the purpose of any subsequent contract. The successful consultant shall be notified as to which terms and conditions, if any, have been deleted.

ENVIROMENTAL MANAGEMENT SYSTEM

The design professional shall review the City of Columbus Department of Public Utilities (DPU) Environmental Policy and shall make its employees and subcontractors performing work on behalf to DPU aware of the policy. The policy is posted on the DPU's EMS webpage at ems.columbus.gov

The design professional shall review the document entitled "*DPU Consultant/Contractor/Vendor Environmental Management System Awareness Procedure*" This procedure is posted on the DPU's EMS web page at ems.columbus.gov

The design professional shall maintain any and all records necessary to demonstrate compliance with the requirements of this Special Provision and shall provide such records to the DPU upon request.

PROPRIETARY INFORMATION

Proprietary data and information that a Respondent does not want disclosed to the public shall be clearly indicated. The Department shall regard as public record all proposals and information submitted except to the extent that proposal information is clearly indicated as proprietary and segregated from the rest of the proposal. The Respondent must identify proprietary information on each page of the proposal. If a third party under Ohio's Public Records Law requests any document that includes information designated as "proprietary" by Respondent, then the Department will notify Respondent of the request and will release the document with the information designated as proprietary redacted. It will be the responsibility of the Respondent, not the Department, to defend the designation of information as proprietary, including initiation of any court proceedings necessary to prevent disclosure as a public record and to indemnify the city for any costs associated with such proceedings.

CONTRACT COMPLIANCE

The City of Columbus encourages the participation of City certified minority and female business enterprises.*

All consultants shall identify all subconsultant(s) who will perform any type of contracting on City proposal(s). All consultants shall include in their proposal response the anticipated scope of work and percentage of work that will be performed by all Sub-Consultant(s), along with their contract compliance number(s).

All consultants, including subconsultants, who are party to a contract as defined in Columbus City Code 3901.01, must hold valid contract compliance certification numbers. **Each responsive firm shall submit with its proposal, a valid contract compliance certification number.**

This information is gathered and monitored by the Office of Diversity and Inclusion. Please contact ODI for assistance with identifying potential minority consultants. Go to Vendor Services to verify that vendors have an active contract compliance number.

<http://vendorservices.columbus.gov/>

Office of Diversity and Inclusion
1111 E. Broad Street, Suite 203
Columbus, OH 43205
(614) 645-4764

M/FBE Certification/
Contract Compliance
Tia Roseboro 614-645-2203

*While the participation and or partnering of City certified minority and female owned businesses is encouraged the level of minority and female participation will not be a condition of the bid award.

REQUEST FOR PROPOSAL

1. Project Information

1.1 *Project Name:*
Work and Asset Management System Study

1.2 *Project Overview:*
The City of Columbus Department of Public Utilities (DPU) is issuing a Request For Proposal (RFP) for professional services to develop and recommend a strategy, roadmap, RFP qualifications, and guidance for implementation of a Work and Asset Management System.

The Department consists of three divisions: Water, Power, and Sewage & Drainage. It has 3 water treatment plants and 2 waste water treatment plants. City maintains approximately 3,541 miles of waterline, 4,519 miles of sewers and 57,540 streetlights. All three divisions have field crews that use the software and inventory is a major component for each work group. In total there are about 450 users of the current Asset Management software.

1.3 *Obtain RFP:*
All RFP documents shall be downloaded from Bonfire at <https://columbus.bonfirehub.com/projects/view/22909>. Hard copies will not be provided.

2. Scope of Services:

The scope of services follows; however, the consultant is encouraged to suggest deletions or additions within their Understanding of the Project/Project Approach if they believe changes will better meet the objectives of the project.

2.1 *General Objectives*

The successful candidate will review and document current asset management processes as well as perceived needs from across the department and compile that information into an Asset Management Roadmap. This will include identification of system objectives and potential obstacles to achieving a successful implementation. The chosen consultant will then assist in developing detailed software RFP specifications as well as providing analysis in regards to potential software currently on the market to fit those desired specifications. It should be noted that the company awarded the contract resulting from this RFP will be precluded from participating as a prime contractor or subcontractor for future related phases of this project.

This contract will include the following specific objectives:

2.1.1 Lower the City's overall risk in regards to the implementation of a Work and Asset Management System through a detailed Work and Asset Management Roadmap

2.1.2 Develop a software vendor RFP that will provide the City with qualified vendor proposals that are detailed and specific to the City's needs

2.1.3 Make effective use of prior City Work and Asset Management experience and business analysis to keep implementation costs down while maximizing Work and Asset Management system benefits

2.1.4 Evaluate potential current market software and identify key elements such as, availability, scalability, upgradeability, security, life-cycle costs and interoperability that best achieve the City's objectives

2.1.5 Provide an understanding of expected vendor performance and foreseeable implementation issues

2.2 Description of Tasks and Deliverables

The professional services for this contract will be divided into three (3) individual tasks to meet the objectives stated above. A fully resourced timeline to complete each task should be included in the proposal.

Task 1: Create a Work and Asset Management Roadmap that includes a department wide needs assessment

- A. Work with the City to define Work and Asset Management system objectives (both current and future) and identify areas of concern, benefits and high-priority requirements
- B. Conduct a meeting with staff from each Division to review and document current Asset Management procedures, policies, and data collection/documentation expectations, and provide analysis in comparison to current industry standard best practices
- C. Evaluate and identify interfaces with existing city applications
- D. Determine a data conversion procedure and process for historical items from the existing Asset Management System to the oncoming system
- E. Develop a communication strategy and preliminary implementation plan for a coordinated effort across all Divisions within the Department
- F. Provide preliminary budgetary estimates, and develop a roadmap timeline

Key Deliverable:

- *Submit a detailed Asset Management Roadmap analysis that reviews and expounds on the City's current AM program, processes, and related procedures; outlines all steps and schedules to implement a new Work and Asset Management system; provide insight in regards to best practices going forward.*

Task 2: Prepare a Work and Asset Management system RFP

- A. Prepare a 'Request For Proposal' for a Work and Asset Management software that clearly defines the City's expectations, objectives, and requirements. Work with the City's project team, City Attorney's Office, and purchasing section to manage the overall vendor solicitation process and ensure it complies with City Codes and policies. The City will provide the front end legal and other related boilerplate documents related to the RFP but the consultant is expected to compile and create the technical information related to the RFP details.
- B. Assist with answering vendor questions and coordinate the vendor responses.
- C. Develop appropriate and detailed vendor selection criteria.

Key Deliverable:

- *Preparation of a Work and Asset Management system RFP, including related business and technical requirements.*

Task 3: Compile a report analyzing current market software (3-5 at a minimum) that meets the Departments needs as determined by the Work and Asset Management System RFP

- A. Conduct preliminary search and evaluation of possible software available on the market that fits the City's needs as defined by the RFP

Key Deliverable:

- *Submit a detailed report which evaluates and compares the various potential software products on the market and how they align with the City's needs and objectives as laid out in the City's RFP criteria.*

Please note that it is the Department's desire to have all three deliverables completed within 90 days of NTP.

2.3 Conduct Project Coordination Meetings and Updates:

It is expected that project coordination meetings will be conducted as necessary with City staff throughout the life of this project as well as standard status report updates (at an interval to be determined) for each tasks progress The purpose of these meetings and updates will be to review the results of the work completed to date, to discuss upcoming project tasks, to review project schedule, and to identify and resolve any potential conflicts or problems. Additional meetings may be held periodically as necessary to supplement the scheduled interim meetings.

3. Consultant Minimum Qualifications (if any pre qualifications are needed, list them):

The minimum qualifications must be met by key Project Team members identified on the Project Team organizational chart for the project. Employees for the project firm(s) who are not specifically assigned to the project team will not be considered in determining the minimum qualifications met.

- 3.1. Key project team members (at minimum the Project Manager) must have experience with at least one Work and Asset Management System implementations at a Public Utility of a similar size (roughly 300,000 customers) and with a comparable level of complexity and scope of work.

3.1.1. For similar Public Utility Asset Management System Implementation experience please include the following information: Scope of Work, original total cost, original completion scheduled date, actual total cost, actual completion date, contact information, and notation of any special circumstances for unforeseen events/additional costs incurred and how it was handled.

- 3.2. Team members must have prior needs assessment experience with Work and Asset Management Systems.

- 3.3. The project manager and key team members must furnish evidence demonstrating that the consultant has at least five (5) combined years of successful utility experience working for or with utility operations personnel in connection with Work and Asset Management systems.

4. Project Schedule:

Deadline to Submit Questions	February 4, 2020
Addendum Posted	February 7, 2020
RFP Due:	February 14, 2020
Consultant Selected	February 28, 2020
Scope Meeting	March 6, 2020
City Council Legislation:	April 6, 2020
Notice to Proceed:	May 18, 2020

5. RFP Pre-Proposal Meeting: None are scheduled or required at this time

6. Proposal Submittal Instructions:

6.1 Proposals Submission:

Upload proposals to the Bonfire website at <https://columbus.bonfirehub.com/projects/view/22909>. No hard copy proposals will be received nor considered.

Proposals will be received by the City until 1:00PM Local Time on Friday, February 14, 2020. No proposals will be accepted thereafter.

6.2 Questions

Direct questions via e-mail only to: **DPUCapitalRFP@columbus.gov**

No contact is to be made with the City other than with the Contract Manager through e-mail with respect to this proposal or its status. The submission deadline for questions is 02/04/2020. Answers to questions received by this date will be posted on the City's Vendor Services web site by 02/07/2020.

6.3 Evaluation

Proposals will be evaluated based on the enclosed selection criteria and in accordance with Columbus City Code, title 3, Section 329.14. Please be advised that proposals submitted to the City are subject to applicable Federal, State, and local public information disclosure regulations. Proprietary data and information that a Respondent does not want disclosed to the public shall be clearly indicated. The Department shall regard as public record all proposals and information submitted except to the extent that proposal information is clearly indicated as proprietary and segregated from the rest of the proposal. The Respondent must identify proprietary information on each page of the proposal. If a third party under Ohio's Public Records Law requests any document that includes information designated as "proprietary" by Respondent, then the Department will notify Respondent of the request and will release the document with the information designated as proprietary redacted. It will be the responsibility of the Respondent, not the Department, to defend the designation of information as proprietary, including initiation of any court proceedings necessary to prevent disclosure as a public record and to indemnify the city for any costs associated with such proceedings.

6.4 *Proposal Format (only the following format will be accepted)*

6.4.1 Proposals shall be formatted for letter-size (8.5" x 11") paper and shall include the information specified in 6.5.3.

6.4.2 Complete the required Proposal Signature Form. That document shall be signed by a person authorized to obligate the Offeror's firm and included as the front page of the Offeror's proposal. This does not count towards the page limit described in section 6.5.1.

6.4.3 Page numbers must be included at the bottom of each page.

6.4.4 Font must be at least 12 point

6.5 *Proposal Content*

6.5.1 The Consultant shall limit the proposal to no more than twenty (20) total pages of information (e.g. text, graphics, etc.). A 'page' is one side of a sheet of paper with text, graphics, etc. If only one side of a sheet of paper has text, graphics, etc., then that is one page. If both sides of a sheet of paper have text, that is two pages. The proposal shall include the Proposal Signature Form, which is not counted in the twenty page limit. **No cover letter is required. However, if the Consultant chooses to include a cover letter, it will be considered a page of the proposal.** No appendices or additional information is acceptable. Appendix A and B should be completed and will not count toward the total page limit.

6.5.2 Provide information requested below in the order outlined or the proposal may be rejected.

6.5.3 Proposals must address each of the following subjects in the order specified below, using the headings provided. These elements correspond to the evaluation criteria noted in Section 7. Note that page breaks are not required between sections; however, section tab dividers will not be counted against the page total unless they contain text other than that necessary to identify the section.

Section A. Local Workforce

Provide the anticipated hours for the project team including all subconsultants.

Section B. Anticipated Project Team

Identify the Project Team, including sub-consultants, the percentage of work to be performed by each firm along with the address of each sub-consultant's office. Also include the contract compliance number (FID) and Office of Diversity and Inclusion (ODI) status.

Replicate the table below in your proposal, providing the requested information for each firm on your team.

Project Team				
Firm Name	Location	Contract Compliance No. (FID)	ODI Status	Percentage of Contract

Include an organizational chart showing key individuals that are assigned to the project including their home office location.

Address any minimum qualifications outlined in Section 3.

Complete Appendix B to indicate the hours for the team by Task.

Project Manager. Present the education, experience, and availability of the Project Manager. Availability shall be indicated as hours per week on average.

Project Team. Present the education, experience, and availability of the key Team members. Availability shall be indicated as hours per week on average. Also include what the various firms will be assisting with on the project.

Address topics discussed in Section 7.2.

Section C.

Past Performance

Present the proposed Project Manager's and Project Team members' past performance on at least 3 specific projects relevant to this project. For each project identified include: Team member(s), project name, team members role in the past project, project owner and contact information, design contract amount, and the date the contract was awarded. Projects with greater relevancy to this project will be given greater consideration.

Address topics discussed in Section 7.3.

Section D.

Understanding of the Project/Project Approach

Present the Consultant's understanding of the scope, challenges, and limits within the context of the project. Include an explanation of public involvement, innovative approach, and cost containment measures for design and construction. Include schedule as provided on Appendix A.

Address topics discussed in Section 7.4.

Section E.

Environmentally Preferable Offeror

Innovative/Green Approach – Description of green and innovative approaches with their impact on project scope, budget, and schedules. Where project applicable provide a description of the team's experience with City of Columbus Stormwater Best Management practices (BMP).

Address topics discussed in Section 7.5.

7. **Evaluation Criteria:**

7.1 *Local Workforce (Maximum 10 points)*

The City of Columbus places a high value on talent in the Central Ohio region and emphasizes its use on City projects as much as possible. Ratings are as follows:

At least 90% of the Team's project hours are assignable to City of Columbus location, or at least 90% of the Team's project hours are assignable to the office location within Franklin County if office established prior to 1995. (10 points)

At least 75% of the Team's project hours are assignable to City of Columbus location. (5 points)

At least 90% of the Team's project hours are assignable to work in an office location within Franklin County, but outside Columbus Corporate Limits. (5 points)

At least 50% of the Team's project hours are assignable to City of Columbus location (3 points)

7.2 *Anticipated Project Team (Maximum 40 points)*

The score in this category is based on the training, education, experience, and availability of the individuals assigned to the project.

7.2.1 **Project Manager (15 points maximum)**. Points will be awarded based on the education, experience, and availability of the proposed Project Manager. An example of the preferred Project Manager is someone with many years of local experience in the type of work that is to be performed on the project with a demonstrated history of managing projects, leading a team of professionals, and communicating with concerned citizens or groups. The proposed Project Manager shall be evaluated according to the following criteria:

7.2.1.1 **Education** – education consistent with the requirements of the project.

7.2.1.2 **Relevant Experience** – experience relevant to the type of project. Projects should be adequately described to enable the reviewer to determine the project scope, size and complexity.

7.2.1.3 **Overall Experience** – years practicing as a professional engineer, number of years with the lead firm, and number of years of experience with the type of work required by the project.

7.2.1.4 **Communications Experience** – experience working with citizens, neighborhood groups, utility companies and City departments. Specific examples should be given.

7.2.1.5 **Availability** – the number of hours of availability for the project per week.

7.2.2 **Project Staff (25 points maximum)**

Each project team member, other than the project manager, shall be evaluated according to their experience with similar projects and City of Columbus or other local experience. Teams with the most relevant experience with this type

of project will receive more points, as explained above. Forming partnerships with other firms to create a stronger, better qualified Project Team also will receive more points. Points will also be awarded based on how the lead consultant expects to share the work with the other team members.

7.3 *Past Performance (Maximum 15 points)*

The Consultant should identify the proposed Project Manager and key staff's past performance on similar projects. Resultant scores shall be determined based on similar project experience as well as past performance on Department of Public Utilities projects. Scores will be based on quality of work, ability to meet deadlines, previous communication history, organizational skills, and the ability to maintain a project budget. The projects listed should have some correlation with the projects identified in the previous section for the experience of the Project Team. Firms with similar past projects and experience working together as a Project Team will receive more points.

7.4 *Understanding of Project/Project Approach (Maximum 30 points)*

The Consultant should demonstrate a thorough understanding of the project and how the Consultant's entire team will successfully execute the project. The score will be based on the completeness of the responses. The Consultant should make a clear presentation of how the project team is organized, their understanding of the project requirements, including the challenges and areas of risk and a detailed plan for execution.

Specifically, the Consultant's proposal must contain a narrative description tailored to the project, describing staff assignments and the approach the Consultant intends to take to complete the project. The proposal should identify unique characteristics of the project and the challenges those elements present as well as options to overcome those challenges.

Increased value is placed on innovative concepts that may save time or money or that will lead to a more successful project. These concepts should be well conceived, clearly defined, and demonstrate a thorough understanding of the project and best engineering practices.

7.5 *Environmentally Preferable Consultant (Maximum 5 points)*

The consultant should give due consideration to unique and innovative approaches, particularly *green* elements in the project. The City is seeking an offeror who will assist the City by providing services that will have a lesser or reduced effect on human health and the environment. Such approaches shall be considered for feasibility and must be clearly defined including their impact on project scope, budget, and schedule. Where applicable, the consultant should show their use of green technology within the project and their experience with City of Columbus Stormwater Best Management practices (BMP). Further, indicate the team's commitment to sustainability and environmental awareness by listing policies and procedure that relate (but not limited to) conservation, pollution prevention and waste reduction.

8. Selection Process:

The Consultant Selection Committee shall evaluate the offerors strictly upon the submitted proposals and interviews of the offerors' clients. The Consultant Selection Committee is generally composed of at least three members, including a representative from the Office of Diversity and Inclusion (ODI). Committee members include representatives from the Department of Public Utilities Director's and Division Administration Offices and may, on occasions, include representatives from other City departments as appropriate.

Each proposal package received shall be evaluated, scored, and ranked according to the criteria described herein and the Consultant Selection Committee will make a recommendation to the Public Utilities Director for final determination. Offerors may be interviewed as a part of the process. Once the selection process is completed, the selected Consultant will be contacted by the Director's Fiscal Office to participate in a meeting to discuss the final scope of services. After successfully negotiating a contract, the Department of Public Utilities shall submit legislation to Columbus City Council requesting approval of the contract.

Appendix A: Project Schedule

Appendix B: Labor Hours

Appendix C: Draft Professional Services Agreement