Scope of Work
Project Management Information System (PMIS) Support Services
City of Columbus, Department of Public Utilities

ARCADIS
Improving quality of life.

PROPOSED WORK PLAN

The 2019-2020 proposed work plan for the Project Management Information System (PMIS) Support Services for the City of Columbus is detailed below. Note this is not a definitive scope of work but is a list of project goals to be completed and / or updated over the life of the project. Detailed scope of work tasks will be identified and approved by the Public Utilities Data Management Coordinator and the PMIS Steering Team:

- Modernized CIP Program Interface and Reporting
    - User friendly Program creation process
    - Ability to create "Master Programs" that include previously created "Sub Programs" within them
    - Visual metrics of Program status/progress
    - Capability to have exportable reports from Program data
- Standardized Payment Processing
    - Standardize payment application processing for Schedule of Values and Unit bid projects
        - System will route each pay application from the CM > Contractor > PM > Section Manager > Fiscal
    - Vendor utilization information submission electronically
    - Digital Signatures (Submittals, Pay Apps, Change Orders, RFIs, etc.)
    - May also include payment processing for Engineering invoices at some point
- Cancellation Reporting Processing
    - Cancellation process would be initiated by the project manager from the Cancellation report.
        - PM can note the Purchase Order is still active
        - Or Initiate an automated workflow from PM > Section Manager > Fiscal to cancel remaining balance
- Expanded KPI analysis and Annual Dashboard Statistics
    - Summarization of previous and year to date values for various KPIs in regards to contracts, invoices, legislation, etc.
    - Development of new KPIs as directed by Section Managers, Administrators, and the Director's Office
    - Project Closeout Report that summarizes project outcomes, averages, and data
- Enhanced Reporting
    - Expanded reporting capabilities to allow users to run ad-hoc reports for the exact data they are looking for
- Amend CIB/Fiscal Planning Screen Implementation
    - Amend CIB process allows fiscal to track current authority as well as current cash
    - Further enhancements to support fiscal planning as directed by fiscal managers and administrators
- Schedule, Budget, and Monthly Status Report Screen Revisions (in conjunction with Long Beach CA project)
    - Schedule will be updated to be more user friendly, provide onscreen editable Gantt charts, and allow the entering of end dates directly within the schedule rather than requiring a status update
    - Further enhancements will be pursued to allow entering status reports on the project managers preferred interval (30-day rolling) rather than the current monthly requirement.
- User Training
    - Update user manuals and on-screen help videos
        - CMIS and PMIS screen videos and user manuals need to be reviewed and updated or created
    - Tracking of user trainings and acknowledged updates
    - Centralization of all training videos and materials for easy user access
- Other PMIS Features that may be pursued:
    - Construction Workflows (RFP, RFQ, Change Order, etc)
    - Construction Progress Report and Photo Archiving
    - P6 Import (to populate payment applications)
    - Benchmarking Cost Analysis
    - Bluebeam integration
    - User Feedback On-screen Widget
    - DAX Integration
    - Document Markup

FEE SCHEDULE

- 2019-2020 : $500,000
- Future modifications: One modification annually for that year's operating budget