

Information to be included in all Legislation authorizing entering into a Contract:

- 1. The names, contract compliance no. & expiration date, location by City/State and status of all companies (NPO, MAJ, MBE, FBE, HL1, AS1, or MBR) submitting a competitive bid or submitting an RFP or RFSQ.**

<u>Name</u>	<u>C.C. No./Exp. Date</u>	<u>City/State</u>	<u>Status</u>
EMA Inc.	41-1467091 7/3/2021	St. Paul, MN	MAJ

- 2. What type of bidding process was used (ITB, RFP, RFSQ, Competitive Bid).**

Requests for Proposals (RFP's) were opened on 2/14/2020.

- 3. List the ranking and order of all bidders.**

1. EMA, Inc.
2. Resource International, Inc.
3. DNV GL Energy Insights USA, Inc.

- 4. Complete address, contact name, phone number, and e-mail address for the successful bidder only.**

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- 5. A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract. The planning area should also be listed as well as any street or neighborhood names.**

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.*

This project is related to a Department wide software so no Planning Area is involved

6. A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.

It is the desired goal of this project to have completion within 90 days of NTP if possible

7. A narrative discussing the economic impact or economic advantages of the project; community outreach or input in the development of the project; and any environmental factors or advantages of the project.

A modern and agile Work and Asset Management System will allow the Department to more efficiently track and maintain its various assets as well as produce data to further analyze how we address maintenance and replacement needs.

No community outreach or input is applicable to this RFP as it is related to the eventual acquisition of an internal Department software.

An upgraded Work and Asset Management may lead to maintenance and replacements requests being fulfilled in a timelier manner and thus indirectly possibly lead to a decrease in potential environmental impacts.

8. An estimate of the full cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.

The bid amount and proposed award amount is \$197,910.00, which includes a contingency amount of 20% that will be utilized to fund needed and approved changes in the work. No contract modifications are anticipated at this time; however, if unforeseen difficulties are encountered it may later compel modification of this contract.

Cost summary:

Original Contract	\$	197,910.00
Future Anticipated Needs	\$	<u>0.00</u>
CONTRACT TOTAL	\$	197,910.00

9. Subconsultant information

No subcontractors are being used on this project