Ord No. 1439-2022

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.**

CONSULTANT/ Subconsultant	BUSINESS ENTERPRISE STATUS	VENDOR NO.	CONTRACT COMPLIANCE NO.	ACTIVE
Birlasoft Solutions, Inc	MAJ	038531	223394773	Yes
Cartegraph	MAJ	007939		No
Central Square Tech		N/A		No
EAM Solutions, LLC	MAJ	033876	264737993	Yes
Emtec Consulting Services / Process Solutions Assurance, Resource International, Group Seven, Oracle	MAJ	038534	364395220	Yes
Ernst & Young / Resource International, KloudGin		N/A		No
Facilitron		026960		No
Data Transfer Solutions, LLC	MAJ	000317	50557100	Yes
GHD / MentorAPM		N/A		No
Hitachi ABB Power Grids		N/A		No
IBM (International Business Machines) / Tech Data	MAJ	000583	130871985	Yes
IHCS, Inc dba Maven Asset Management / Geonexus	MAJ	038442	264793978	Yes
Infor Public Sector / GP Strategies, Open CAD International		N/A		No
Oracle America, Inc	MAJ	010840	942805249	No
Power Engineers Inc	MAJ	038190	820324246	Yes
Smart Energy Systems dba Smart Energy Water		N/A		No
Starboard Consulting	MAJ	038147	260333413	Yes
TMG Consulting, Inc (TMG Utility Advisory Services, Inc dba TMG Consulting) / Kloudgin	MAJ	038628	742699550	Yes

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Willian Technologies / 2 unnamed		N/A		No
Woolpert / Resource International, Dyno**tec**	MAJ	001040	201391406	Yes
zLink, Inc	MAJ	035782	823676159	Yes
Zpro Solutions	MAJ	038646	812894948	Yes

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

3. List the ranking and order of all bidders.
1. Woolpert
2. Starboard
3. Ernst & Young
4. Power Engineers
5. TMG Consulting
6. Infor
7. IBM
8. Maven
9. GHD
10. Emtec Consulting
11. Central Square Tech
12. Zpro
13. Birlasoft Solutions
14. EAM Solutions
15. Data Transfer Solutions
16. Oracle
17. Cartegraph
18. Smart Energy Water
19. Hitachi ABB Power Grids
20. zLink
21. Willian Tech
22. Facilitron

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

Woolpert, Inc., One Easton Oval, Suite 400, Columbus, OH 43219-6062, Jeff Pesler, 216-416-1518 Jeff.pesler@Woolpert.com

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.

Phase 1 | Enterprise Deployment Strategy
The first phase of the project is focused on establishing the direction of the project for the organization. This phase is comprised of tasks including: 1.1 Project Kick-Off Meeting, 1.2 Conduct Enterprise GIS Review, 1.3 Geodatabase Vertical Data Model Development, 1.4 GIS Vertical Data Planning Development, 1.5 Migrate Legacy Data to New GIS Database, 1.6

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Conduct Readiness Assessment, and 1.7 Develop Integrations Roadmap. The outcome of this phase is to develop the comprehensive implementation plan for the organization to break the overall effort into pieces that fit the capacity of the implementation core team.

Task 1.1 Project Kick-Off Meeting

Task 1.2 Conduct Enterprise GIS Review

Task 1.3 Geodatabase Vertical Data Model Development

Task 1.4 Vertical Data Planning Development

Task 1.5 Migrate Legacy Data to New GIS Database

Task 1.6 Conduct Readiness Assessment

Task 1.7 Develop Integrations and Consolidation Roadmap

Task 1.8 Phase 1 Quality Control

Task 1.9 Phase 1 Acceptance

Phase 2 | Implementation Planning
Once the order of divisions has been established, the Implementation Planning tasks will be used to verify/establish and clearly document the City's purpose for, and vision of, the asset management solution. Functional and technical requirements that were published in the Request for Information are reviewed between Woolpert's implementation team and the City's stakeholders, managers, and implementation/technical team leaders to align goals and expectations and to establish critical success factors as a means to measure implementation milestones. In this Implementation Planning phase, Woolpert and the City will identify, validate, and document each division's vision, goals, and objectives for the implementation, as well as the key metrics and KPIs that the solution must support. Where the implementing division's metrics or KPIs are not yet defined, Woolpert will provide examples used by similar organizations that the City's users can adopt and/or grow into as use of the system and data quality matures.

Task 2.1 Implementation Planning Discovery

Task 2.2 Cityworks AMS Software Demonstrations

Task 2.3 System Installation

Task 2.4 Business Process Reviews

Task 2.5 Phase 2 Quality Control

Task 2.6 Phase 2 Acceptance

Phase 3 | System Design and Configuration
With the City's vision, goals, and objectives delineated during the Implementation Planning phase, Woolpert will lead the City's core team through System Design and Core Cityworks configuration. Initially, Woolpert will prepare configuration documents that will be used to capture requirements from the City. However, Woolpert will populate these documents with information gleaned to date from previous workshops, such as pre-discovery and business process reviews. Woolpert will then configure the Cityworks AMS solution utilizing this information. This will enable Woolpert to demonstrate the Cityworks environment during workshop Round 1 along with actual data known to the City which assists with training and learning of the Cityworks functionality.

Following the baseline configuration, Woolpert will lead a series of configuration workshops. In these workshops, we review the assets managed and maintained by each division. Woolpert will go through each asset class and identify the information pertinent for configuring the solution to meet the business process needs of the City. Woolpert will address these issues, including but not limited to the following: common calls and issues identified by citizens, activities performed against the assets, inspections performed, preventive maintenance schedules, storeroom management, and reporting requirements. Woolpert will provide a series of training documents (101s) to help the City maneuver through and evaluate the configuration through successive rounds of workshops and updates.

One of the most important success factors to this approach is that the City team experiments and familiarizes themselves with the software and user interfaces between each workshop round, thereby ensuring the system performs as expected and reinforces the knowledge gained.

> Task 3.1 Prepare Configuration Documentation
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> Task 3.2 Configure Core Cityworks AMS Solution
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> Task 3.3 Review and Approval of Configuration Documentation
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> Task 3.4 Phase 3 Quality Control
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> Task 3.5 Phase 3 Acceptance

Phase 4 | Advanced Functionality Configuration
During Phase 4, we will work with the City to configure a more robust Cityworks AMS solution that typically includes advanced functionality beyond that provided by the off-the-shelf version of the applicable Cityworks software.

- **System Integrations.** Woolpert will work with City's subject matter experts to define the specific Software Requirements Specifications (SRS) for each integration. Upon acceptance of the SRS documents, Woolpert will proceed with development. Like our strategy with commercial-off-the-shelf (COTS) software, Woolpert approaches integrations in an agile manner—demonstrating functionality to the City many times and gathering feedback.
- **Legacy Data Migration.** The overarching goal of Woolpert's data migration approach is to ensure users can easily access legacy records utilizing out-of-the-box Cityworks functionality. A data migration effort can be broken down into three (3) processes: Extract, Transform, and Load (ETL). Depending on the data migration requirements, Woolpert utilizes migration tools such as FME, scripts, or programming to accomplish the task. Woolpert will work with the client to identify the field mapping requirements and perform the data loading. The client will have several rounds of testing to revise the migration progress and ensure the data has been accurately loaded according to the field mapping requirements.
- **Reporting and Analytics.** The City will prioritize the report list within the requirements document from most to least critical. Cityworks offers a variety of out-of-the-box reporting solutions, including AMS work activity saved searches, GIS saved searches, and Analytics. Through many projects and years of experience, Woolpert has determined the best method for reporting is to: 1) train the client on reporting software and 2) work alongside the SME for a report and develop together. Woolpert will review the list of reports and prepare for report and Cityworks Analytics training. Woolpert will then conduct training to an identified set of users selected by the City. Once the training is complete, Woolpert will be on-site every other week for four weeks to work with the

SMEs for each division and assist in developing the prioritized reports identified. Once the reports are developed, Woolpert will provide a document that summarizes code, tables, fields, relationships, and parameters as a reference tool for the City.

- **Dashboards.** There is a set of tools available to produce dashboards, such as Esri Operations Dashboard and Cityworks Dashboards. Esri Operations Dashboard provides an illustrative alternative to the conventional Cityworks dashboard interface. Utilizing REST URLs, Esri Operations Dashboard is an excellent medium to display not only Cityworks saved search results using eURL but also other software solutions as well. In addition, Cityworks offers dashboards including graphs, saved searches, charts, and links. Woolpert will work with the City to document the dashboards utilizing the most beneficial tool that will meet the requirements of the City.

  Task 4.1 System Integrations

  Task 4.2 Legacy Data Migration

  Task 4.3 Reporting and Analytics

  Task 4.4 Dashboard Development

  Task 4.5 Phase 4 Quality Control

  Task 4.6 Phase 4 Acceptance

Phase 5 | System Deployment

Once the Cityworks solution has been configured, along with any critical related applications interfaced, and advanced functionality deployed (custom reports and dashboards), there are still several critical tasks that must be completed before the solution is ready for go-live. Woolpert's Project Team will lead the City Team through a series of related deployment tasks that will ensure a fully tested and accepted solution, as well as a City team of fully trained system administrators and end users ready to put the system to use daily.

Woolpert will kick-off the system deployment phase with a series of final Cityworks demonstrations. These demonstrations will show a fully configured Cityworks system, migrated data, system integrations, reporting, and dashboards. These demonstrations will show all the hard work and effort the City Implementation team has put forth throughout the project duration. Following these demonstrations, Woolpert and the City will design a cutover plan that will outline the steps necessary to prepare for go-live. The cutover will be performed against the test environment and will mimic all the steps necessary for cutover prior to go-live. This is a crucial step for determining both Woolpert and City roles and responsibilities and the order of which to perform the steps and address any issues that may arise prior to going live. This allows the Woolpert project team and the City teams to be fully prepared for the expectations of cutover at go-live.

After the demonstration and the cutover test, Woolpert will assist the City Implementation Team in developing a thorough Testing and Acceptance Plan, designed to step the configured solution through all the technical and functional requirements that the system was configured to support. Development of this plan will be the responsibility of the Woolpert and the City implementation team. Following acceptance of the test plan, Woolpert will facilitate a series of Tester Training classes for the City's selected testing team. Immediately upon completion of this training, the City's testing team will execute the User Acceptance Testing program in accordance with the plan. While it is the City's responsibility to assemble a testing team and manage the testing procedures in-house, Woolpert staff will be made available to provide on-site (during the initial

week) and remote assistance. All system configurations and business processes for all implementing divisions will be completed in this task.

Once the user acceptance testing has been completed and all the resultant configuration updates have been made, Woolpert will deliver end-user training, cutover to production, and go-live support. The participants will be determined by the City team and are not specified in this Scope of Services.

This End User Training (EUT) will be scheduled and delivered prior to the go-live activities to ensure system administrators and end users are prepared to adopt and embrace the new technology solutions right out of the gate. A phased approach will be conducted, for both EUT and Go-Live, separated by horizontal and vertical assets. Up until and including UAT in Phase 5 horizontal and vertical asset groups will be run in parallel. Woolpert will have three weeks of EUT for horizontal assets and two weeks for vertical assets. During each of these two weeks, two trainers will be conducting parallel or semi-parallel training sessions. Once the EUT is complete, Woolpert and the City will perform the cutover to the production environment and prepare for go-live. Woolpert will be on-site for the first two weeks of go-live and will provide remote support up to 30 days after go-live. During the remote go-live support, Woolpert will back up the Production environment and restore the configuration to the test and development environments for the City with support from Cityworks. In addition, Woolpert will provide all final documents, zipped and delivered to the City for the entire project.

> Task 5.1 Final Cityworks Solution Demonstrations
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> Task 5.2 User Acceptance Test Plan and Procedures
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> Task 5.3 Test Cityworks AMS Cutover and Upgrade
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> Task 5.4 User Acceptance Training and Testing
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> Task 5.5 Cityworks End-User Training
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> Task 5.6 Provide Go-Live Support
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> Task 5.7 Phase 5 Quality Control
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> Task 5.8 Phase 5 Acceptance

Phase 6 | Extended Support
Woolpert includes an Extended Support phase that includes three extended system configuration and integration reviews and allocation for configuration/integration modifications. The extended reviews/modifications give the City's users and administrators an opportunity to monitor and assess system usage and efficiencies over an extended period post go-live. During these extended review periods, the City will likely identify configuration modifications that are needed to support new or modified business objectives. Woolpert will facilitate up to three (3) review/modification milestones—one at 60 days, one at 120 days, and one at 180 days.

> Task 6.1 AMS, IT, GIS Enhancements
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> Task 6.2 60-Day Review
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> Task 6.3 120-Day Review
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> Task 6.4 180-Day Review

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.**

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The contract has a projected NTP of August 2022. The first phase of the project is targeted for completion by the end of 2024. An agreed upon project schedule will be developed during the planning phase of the project. Extended support tasks are projected to last approximately six (6) months from the conclusion of the first phase of the project, but can be modified as needed and agreed to by the City and Woolpert project managers. Additional phases could include onboarding additional sections and groups, additional system integrations etc. The system is expected to have a useful life of approximately 15-20 years.

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.**

An updated and modernized Work and Asset Management system will allow DPU to better track, maintain, and manage its various asset types. Proactive monitoring and assessment of various assets that support the community will allow DPU to provide more reliable services in a more economical fashion.

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 $2,996,465.00, including a 10% contingency amount of $272,406.00 that will be utilized to fund needed and approved changes in the work. No contract modifications are anticipated at this time; however, additional functionality, including new integrations might later compel modification of this contract. These would be investments into the system to increase operational efficiency.

Cost summary:

Original Contract	$2,724,059.00
10% Contingency	$ 272,406.00
Original contract total	$ 2,996,465.00

Estimated Annual for future phases an additional $250,000 a year for the life of the contract.

9. Subconsultant information

Resource International CC WBE-004197   05/31/23   WBE
Dynotec, Inc. CC005053 5/31/23   WBE

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