



TO: Board of Contracts and Awards
FROM: Michael P. Slevin III, P.E., Director, Environmental Services
Judith Scott, Division Manager, Operations & Maintenance
COPY: City Council, City Manager, City Clerk, SBE Coordinator, LEAP Coordinator,
Joe Parris, Finance/Purchasing, and Jody Bratton, Assistant Division Manager,
Operations
SUBJECT: Electronic Operation & Maintenance Manual Upgrade
Request for Proposal Specification No. ES15-0079F – July 28, 2015
DATE: July 10, 2015

SUMMARY:

The Environmental Services Department, Operations & Maintenance Division, recommends a contract be awarded to WebPE, Inc., Seattle, WA, in the amount of \$298,025, sales tax not applicable, budgeted from the ES Wastewater Fund 4300, to upgrade the electronic Operations and Maintenance manual through December 2016.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

This project will provide enhancements to improve content management and delivery, accommodate developing technologies, and reduce maintenance manpower and costs.

BACKGROUND:

ISSUE: The City's current electronic Operations & Maintenance (eO&M) documentation system was initially developed as an eO&M manual for the Central Wastewater Treatment Plant. It has since grown to include other wastewater and stormwater treatment and transmission facilities, as well as provides access for employee training on these facilities and related subjects such as safety and regulatory issues. In addition to content growth, the emergence of new asset management databases provide opportunities for information in this application to be entered once and used in multiple databases, if tools are developed to allow cross-database communication. This would reduce the overall amount of manpower needed to maintain these databases, and improve the ability to keep them up to date with less chance for errors. Finally, an interface that would allow the contents of the eO&M to be displayed on a tablet using a touch screen would provide a practical means for plant and field workers to access this information.

ALTERNATIVES: The alternative to upgrading the current eO&M would be to continue using the application in its current form, therefore inhibiting ongoing growth and development, eliminating the potential for sharing information across multiple databases, and prohibiting access in the field.



COMPETITIVE SOLICITATION: Request for Proposal Specification No. ES15-0079F was opened on March 31, 2015. Two companies were invited to bid, in addition to normal advertising of the project. One submittal was received.

<u>Respondent</u>	<u>Location (city and state)</u>	<u>Rank or Score</u>
WebPE, Inc.	Seattle, WA	1

Pre-bid Estimate: \$300,000

The recommended award is 0.7 percent below the pre-bid estimate.

CONTRACT HISTORY: New contract.

SUSTAINABILITY: This project will improve access, usage, and maintenance manpower and costs for the foreseeable future.

SBE/LEAP COMPLIANCE: Not applicable.

RECOMMENDATION:

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FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
ES Wastewater Fund 4300	ENV-04010-13		\$298,025
TOTAL			\$298,025

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
ES Wastewater Fund 4300	523900	4343150	\$298,025
TOTAL			\$298,025

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$298,025

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes