

## Council Meeting Staff Report

June 21, 2017

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<b>Agenda No.:</b>	6.B
<b>Indexes (Council Goals):</b>	BCC - N/A
<b>Presenters:</b>	Jack Richardson
<b>Legislative File:</b>	AGR0507-17

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### Title

Approval of Services Agreement No. AGR17-37 with Stantec Consulting Service, Inc. in the amount of \$450,000.00, plus Applicable Gross Receipts Tax, for the Purpose of the Geographic Information System and Asset Management Upgrade Project

### Recommended Action

**I move that the Board of Public Utilities approve Services Agreement No. AGR17-37 with Stantec Consulting Service, Inc. in the amount of \$450,000.00, plus applicable gross receipts tax, for the purpose of the Geographic Information System and Asset Management Upgrade, and forward to Council for approval.**

### Staff Recommendation

Staff recommends that the BPU approve the motion as presented.

### Body

DPU has planned this GIS upgrade for a number of years and has completed a significant amount of in house preparation work during the past few years. This preparation work consisted of field investigation and surveying to ensure accurate geo-location of facilities as well as attribute data clean up. Preparation also consisted of developing an enhanced asset management program by determining the type of attribute data desired in order to use the GIS system for a DPU asset management program.

The new PRISM enterprise wide County ERP software, Tyler MUNIS, has a firm launch date of 1 July 2018. DPU GIS data is a major source of information that is proposed to be used by this new software. The schedule set out in the proposed contract has a deadline to finish all Year One tasks by October 2017 in order to allow for adequate time to incorporate the upgraded DPU GIS data into the new PRISM MUNIS software package in time for the scheduled launch.

This proposed contract provides for assistance from the consultant, Stantec Consulting Service, in the configuration of the DPU GIS data sets in order to allow for efficient incorporation into the PRISM MUNIS software system. While Year One of the contract provides for the major effort for this coordination, Year's Two and Three also provide the opportunity for having this consultant refine the DPU GIS data sets, if and as required, to improve the coordination between these programs and improve the efficiency and operation of DPU as more is learned about the new PRISM software.

### Alternatives

DPU could try to complete this work in house however, that would mean a delay in the schedule and the deadline to have this work done when needed for conversion into the new PRISM ERP Tyler MUNIS software would not be met which would cause severe hardship on DPU, IT and OMB personnel during and after the scheduled 1 July 2018 PRISM launch date.

### Fiscal and Staff Impact

Funds that were budgeted for computer programming in WP and NP as well as funds available in GA, DW and WC are available for carryover from FY 2017 and also budgeted in FY 2018. The total cost of the three year contract is \$450,000; approximately \$150,000 each year. Project Management

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will be absorbed within the routine functioning of the DPU with personnel from both GWS and Engineering involved.

**Attachments**

A - Services Agreement AGR17-37