

IMPACT STATEMENT**Legislation title:**

Ordinance to Authorize an increase to the value of Contract 30003170 with enfoTech and Consulting to the not-to-exceed amount of \$1,545,000.00 for the implementation, support, and maintenance of a new Environmental Compliance Information Management System

Contact name: Matt Criblez

Contact phone: 503 823 9803

Presenter name: Matt Criblez

Purpose of proposed legislation and background information:

The purpose of this ordinance is to authorize one or more contract amendments for the purchase, implementation and support of a replacement Environmental Compliance Information Management System (ECIMS) for the BES Pollution Prevention Services Group.

The BES Pollution Prevention Services (PPS) Group requires an ECIMS to track about 4,000 commercial and industrial users' compliance with City requirements to control discharges to the sanitary and storm water sewer systems. Currently, the Environmental Compliance Division uses a variety of disparate systems to manage data, including BES-developed applications, a commercial product, spreadsheets, and various paper and electronic files. This situation presents issues regarding data security, data integrity, data accessibility, and operational efficiencies.

The new ECIMS (iPACS software application from enfoTech & Consulting, Inc.) can be used to track data for Environmental Compliance Division programs, including information about: regulated entities; their requirements (e.g. inspection, monitoring, and reporting); and compliance with those requirements (violations and enforcement actions).

Financial and budgetary impacts:

The costs to the City include one-time capital costs (software licenses and implementation services) and ongoing operating costs (annual maintenance and support fees).

Estimated maximum project costs:

Year	Capital Cost	Operating and Maintenance Cost
Contract Year 1 (FY 13-14)	\$155,044	\$0
Contract Year 2 (FY 14-15)	\$18,340	\$0
Contract Year 3 (FY 15-16)	\$0	\$0
Contract Year 4 (FY 16-17)	\$0	\$0
Contract Year 5 (FY 17-18)	\$46,299	\$0
Contract Year 6 (FY 18-19)	\$364,000	\$12,252
Contract Year 7 (FY 19-20)	\$364,000	\$51,460
Contract Year 8 (FY 20-21)	\$364,000	\$54,033
Contract Year 9 (FY 21-22)	\$0	\$56,734
Contract Year 10 (FY 22-23)	\$0	\$59,571
Subtotal	\$1,311,683	\$234,050
Total	\$1,545,733	

The costs here have been derived with conservative assumptions to estimate maximum project costs and a not-to-exceed (NTE) amount for the 10-year term of the contract.

Level of Confidence: City Council Resolution No. 36430 that requires bureaus to assign a level of confidence rating to project cost estimates when presented to City Council. The Resolution defines the Project Estimate Confidence Levels of "Low", "Moderate", "High", "Optimal" and "Complete".

For this project, the cost estimate is at a **moderate** confidence level as:

- the project scope of work is defined, but lacks details for some PPS programs
- the project specifications for some programs are not complete
- the project contingencies are 20-30 % of capital costs.

Confidence Level Definitions

	Moderate Confidence Level	High Confidence Level
Scope	<u>Project scope defined but lacks details.</u>	Project scope nearly complete but still subject to change (70%–90% design and engineering phase)
Specifications	<u>Project specifications incomplete (60%-70% design and engineering phase).</u>	Project specifications nearly complete but still subject to change (70%–90% design and engineering phase)
Contingencies	Total Project contingencies may range between 30%-40%.	<u>Total Project contingencies may range between 20%-30%.</u>

Change in Revenues: This legislation will not generate or reduce current or future revenue coming to the City.

Current and future staffing levels: In FY 18-19, no positions will be created, eliminated or re-classified because of this legislation. In a later year, a Business Systems Analyst position may be requested for ongoing maintenance and support for the ECIMS.

Financial agreements: None

Community impacts and community involvement:

Community impacts: None

Community Involvement:

As part of a collaborative effort between BES and Procurement Services, Request for Proposal (RFP) No. 114322 was issued on October 9, 2012 to establish a contract for the implementation and support of an Environmental Compliance Information Management System (ECIMS). Procurement Services and the Bureau of Environmental Services collaborated on development of the RFP. Two (2) proposals were received. Members of the Minority Evaluator Program (MEP) were actively sought and two MEP members participated in the evaluation of each category at each phase of the RFP process.

100% Renewable Goal: Not applicable

Budgetary Impact Worksheet

Does this action change appropriations?

- YES:** Please complete the information below.
 NO: Skip this section