

Portland, Oregon

FINANCIAL IMPACT and PUBLIC INVOLVEMENT STATEMENT For Council Action Items

(Deliver original to City Budget Office. Retain copy.)

1. Name of Initiator Dean Marriott	2. Telephone No. (503) 823-7769	3. Bureau/Office/Dept. Environmental Services
4a. To be filed (hearing date): 10/22/2014	4b. Calendar (Check One) Regular <input checked="" type="checkbox"/> Consent <input type="checkbox"/> 4/5ths <input type="checkbox"/>	5. Date Submitted to Commissioner's office and CBO Budget Analyst: 10/08/2014
6a. Financial Impact Section: <input checked="" type="checkbox"/> Financial impact section completed		6b. Public Involvement Section: <input checked="" type="checkbox"/> Public involvement section completed

1) Legislation Title:

Authorize a contract with e-Builder for hosted software in an amount not to exceed \$735,928.80.
(Ordinance)

2) Purpose of the Proposed Legislation:

To execute a contract with e-Builder for hosted construction project and program management software. The contract provides for the implementation, configuration, license fees, and ongoing maintenance of the software. The software will be used by the Bureau of Environmental Services (BES) Engineering Services Group to manage construction project data.

3) Which area(s) of the city are affected by this Council item? (Check all that apply—areas are based on formal neighborhood coalition boundaries)?

- | | | | |
|--|------------------------------------|------------------------------------|--------------------------------|
| <input checked="" type="checkbox"/> City-wide/Regional | <input type="checkbox"/> Northeast | <input type="checkbox"/> Northwest | <input type="checkbox"/> North |
| <input type="checkbox"/> Central Northeast | <input type="checkbox"/> Southeast | <input type="checkbox"/> Southwest | <input type="checkbox"/> East |
| <input type="checkbox"/> Central City | | | |

FINANCIAL IMPACT**4) Revenue: Will this legislation generate or reduce current or future revenue coming to the City? If so, by how much? If so, please identify the source.**

No, revenues will not be impacted by this decision.

5) Expense: What are the costs to the City as a result of this legislation? What is the source of funding for the expense? (Please include costs in the current fiscal year as well as costs in future year, including Operations & Maintenance (O&M) costs, if known, and estimates, if not known. If the action is related to a grant or contract please include the local contribution or match required. If there is a project estimate, please identify the *level of confidence*.)

Implementation services, license, and first year support will be \$435,579 from the current fiscal year capital project funds. The ongoing maintenance costs for the hosted software will be funded through the BES sewer system operating fund. These cost estimates have an Optimal level of

confidence.

6) Staffing Requirements:

- **Will any positions be created, eliminated or re-classified in the current year as a result of this legislation?** *(If new positions are created please include whether they will be part-time, full-time, limited term, or permanent positions. If the position is limited term please indicate the end of the term.)*

No position will be created, eliminated or re-classified as a result of this legislation.

- **Will positions be created or eliminated in future years as a result of this legislation?**
No.

(Complete the following section only if an amendment to the budget is proposed.)

7) Change in Appropriations *(If the accompanying ordinance amends the budget please reflect the dollar amount to be appropriated by this legislation. Include the appropriate cost elements that are to be loaded by accounting. Indicate "new" in Fund Center column if new center needs to be created. Use additional space if needed.)*

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount

[Proceed to Public Involvement Section — REQUIRED as of July 1, 2011]

PUBLIC INVOLVEMENT

8) Was public involvement included in the development of this Council item (e.g. ordinance, resolution, or report)? Please check the appropriate box below:

☒ **YES:** Please proceed to Question #9.

☐ **NO:** Please, explain why below; and proceed to Question #10.

9) If "YES," please answer the following questions:

a) What impacts are anticipated in the community from this proposed Council item?

None.

b) Which community and business groups, under-represented groups, organizations, external government entities, and other interested parties were involved in this effort, and when and how were they involved?

The technology contracting community, including contractors certified with the State of Oregon as minority, women, and emerging small businesses became involved when the public notice was posted on the City's Online Procurement System. Eleven (11) proposals were received. A Member of the Minority Evaluator Program (MEP) was actively sought and participated in the evaluation of the RFP proposals.

c) How did public involvement shape the outcome of this Council item?

Potential proposers were able to review the competitive solicitation, ask questions, provide comments, and submit a proposal to the competitive Request for Proposals (RFP). Inclusion of the MEP evaluator helped to ensure a fair and equitable selection process.

d) Who designed and implemented the public involvement related to this Council item?

Procurement Services posted the competitive solicitation notification on the City's Online Procurement System which includes numerous contractors certified with the State as minority, women, and emerging small businesses.

e) Primary contact for more information on this public involvement process (name, title, phone, email):

James C. Moering, CPPO, CPPB, JD, Senior Technology Procurement Specialist, 503-823-7886; james.moering@portlandoregon.gov.

10) Is any future public involvement anticipated or necessary for this Council item? Please describe why or why not.

No future public involvement is necessary until this contract expires and a new RFP is required.

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Dean Marriot, Director, Bureau of Environmental Services



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor
Fred Miller, Chief Administrative Officer
Bryant Enge, Director, Bureau of Internal Business Services

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Christine Moody
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Procurement Services
1120 S.W. Fifth Avenue, Rm. 750
Portland, Oregon 97204-1912
(503) 823-5047
FAX (503) 823-6865
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DATE: October 16, 2014
TO: Mayor Charlie Hales
FROM: Christine Moody, Chief Procurement Officer CM

FOR MAYOR'S OFFICE USE ONLY

Reviewed by Bureau Liaison _____

RE: Authorize a contract with e-Builder for hosted software in an amount not to exceed \$735,928.80. (Ordinance)

1. **INTENDED THURSDAY FILING DATE:** October 16, 2014
2. **REQUESTED COUNCIL AGENDA DATE:** October 22, 2014
3. **CONTACT NAME & NUMBER:** Christine Moody x31095
4. **PLACE ON:** ☐ CONSENT ☒ REGULAR
5. **BUDGET IMPACT STATEMENT ATTACHED:** ☒ Yes ☐ No ☐ N/A
6. **ONE (1) ORIGINAL OF CONTRACT "APPROVED AS TO FORM" BY CITY ATTORNEY ATTACHED:** ☐ Yes ☐ No ☒ N/A

7. **BACKGROUND/ANALYSIS:**

The Bureau of Environmental Services (BES) is responsible for providing Portland residents with water quality protection, watershed planning, wastewater collection and treatment, sewer installation and stormwater management. BES manages up to 100 construction projects every year, each of which requires project management, budget management, and resource management with an additional 250 projects requiring overall program management. The BES Engineering Services Group currently uses multiple pieces of software along with manual calculations in order to piece together their business processes. Currently, two locally written programs, crucial to payment processing and project and program management, are running on outdated software that can no longer be supported. The current business model is paper-centric, involving duplicate data entry, and encouraging individuals to create unique, manual processes, all of which are highly inefficient and costly.

The need to attain software that will consolidate current business process management for construction and program management into one hosted configurable software environment is significant. The consolidation will eliminate redundant data entry, minimize the use of paper, allow for electronic transmission of data, and improve project quality and the timeliness of project delivery.

On December 27, 2013, Request for Proposal (RFP) No. 116165 for Construction and Program Management Software was issued in accordance with Portland City Code 5.33. On February 6, 2014 eleven (11) proposals were received. The proposals were reviewed, evaluated and scored by a selection committee that included minority evaluator participation.

The proposal from e-Builder, Inc. was deemed responsive to the requirements of the

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

solicitation and received the highest evaluation score. On June 25, 2014, the City issued a Notice of Intent to Negotiate and Award and no protests were received. e-Builder, Inc. has a current City of Portland business license account, is in full compliance with the Equal Benefits Program, and their EEO Certification is current through August 21, 2014.

Legal issues - none known

Controversial issues – none known

Citizen participation – Mr. Maher Hawash participated as an evaluator under the Minority Evaluator Program.

Link to current city policies – none

Other governmental participation - none

8. FINANCIAL IMPACT:

The estimated cost for the initial three-year contract is \$735,928.80. Implementation services, license, and first year support will be \$435,579 from the current fiscal year capital project funds. The ongoing maintenance costs for the hosted software will be funded through the BES sewer system operating fund and funds are currently allocated for this contract. The level of confidence in the negotiated cost for these services is Optimal.

9. RECOMMENDATION/ACTION REQUESTED:

Authorize a contract with e-Builder for hosted software in an amount not to exceed \$735,928.80 over a three-year contract term.