

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 03/26/24M&C FILE NUMBER: M&C 24-0235

LOG NAME: 13P RFP 24-0002 WATER CIS CONSULTING SERVICES AW WATER

SUBJECT

(ALL) Authorize Execution of Agreement with EMA, Inc. for the Purchase of Consulting Services Related to the Implementation of a New Water Customer Information System for the Water Department for a Contract Amount Up to \$1,200,000.00 for a Five-Year Initial Term, Authorize Annual Renewal Options, and Adopt Appropriation Ordinance to Effect a Portion of Water's Contribution to the Fiscal Years 2024-2028 Capital Improvement Program

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize execution of an agreement with EMA, Inc. for the purchase of consulting services related to the implementation of a new Water Customer Information System for the Water Department for a contract up to \$1,200,000.00 for an initial five-year agreement term and authorize annual renewal options to be used only in the event that the project is not completed during the initial term; and
2. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Water & Sewer Capital Projects Fund in the amount of \$700,000.00, from available funds, for the purpose of funding the Water Customer Information System (CIS) Meter to Cash Program project (City Project No. 104667) to effect a portion of Water's contribution to the Fiscal Years 2024-2028 Capital Improvement Program.

DISCUSSION:

The Water Department approached the Purchasing Division for assistance with securing an agreement for the purchase of Water Customer Information System consulting services to replace their current CIS. The consulting services will be used to perform a needs assessment and assist in the development of the Request for Proposal (RFP) specifications for the CIS, and assist in selecting and implementing the new CIS. The project will take place in phases: phase 1 consists of the needs assessment and RFP development; phase 2 will consist of selecting a CIS replacement solution and system implementor; phase 3 will consist of implementation and successful launch of the new CIS.

Purchasing issued an RFP that consisted of expectations and deliverables for each phase of the project, the qualifications and experience preferred, and the communication and project management requirements. The RFP was advertised in the *Fort Worth Star-Telegram* on November 1, 2023, November 8, 2023, November 15, 2023, November 22, 2023, November 29, 2023, and December 6, 2023. The City received twelve responses. However, upon an initial evaluation of responsiveness and responsibility, four proposers, Avero LLC dba Avero Advisors, Bid Lab, LLC, Ernst & Young, LLP, and Software Professionals, Inc. did not meet the minimum requirements for their proposal to be evaluated and were deemed non-responsive in accordance with the proposal documents.

An evaluation panel consisting of representatives from the Water and Financial Management Services Departments reviewed and scored the proposals using Best Value criteria. During the technical evaluation, three proposers, Utility Planning Network, Validos, LLC, and Whitlock Consulting Group, LLC dba WCG Consulting, did not score at least 50% of the total available points for technical criteria and were deemed non-responsive in accordance with the proposal documents.

After the initial technical evaluations, the two firms with the highest scores, Raftelis Financial Consultants, Inc. dba Raftelis and EMA, Inc. were interviewed on January 17, 2024, and January 19, 2024, respectively. The City requested a Best and Final Offer (BAFO). EMA, Inc. submitted a BAFO resulting in changes to the points allocated for the cost of service; Raftelis chose not to submit a BAFO, and stayed firm on their initial offer. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidder	Evaluation Factors				
	a	b	c	d	Total score
EMA, Inc.	33.30	16.00	11.40	20.00	80.70
Raftelis Financial Consultants, Inc. dba Raftelis	35.10	14.80	9.90	14.45	74.25
Berry, Dunn, McNeil & Parker, LLC	23.40	10.40	8.40	Proposer was not selected for an interview; therefore, cost was not evaluated	Proposer was not selected for an interview; therefore, cost was not evaluated
				Proposer was not selected for an	Proposer was not selected for an

E Source Companies, LLC	24.30	13.60	7.20	interview; therefore, cost was not evaluated	interview; therefore, cost was not evaluated
West Monroe Partners, LLC	25.20	10.80	7.20	Proposer was not selected for an interview; therefore, cost was not evaluated	Proposer was not selected for an interview; therefore, cost was not evaluated
Utility Planning Network	18.00	8.00	6.00	Proposer did not score 50% of the technical points; therefore, cost was not evaluated	Proposer did not score 50% of the technical points; therefore, cost was not evaluated
Validos, LLC	13.50	6.80	4.80	Proposer did not score 50% of the technical points; therefore, cost was not evaluated	Proposer did not score 50% of the technical points; therefore, cost was not evaluated
Whitlock Consulting Group, LLC dba WCG Consulting	23.40	9.20	7.20	Proposer did not score 50% of the technical points; therefore, cost was not evaluated	Proposer did not score 50% of the technical points; therefore, cost was not evaluated

Best Value Criteria:

- Consultant's project approach and methodology for all three phases to provide services such as project management and execution of services
- Consultant's qualifications, project experience, and references
- Team's Key Personnel
- Cost of service

After evaluation, the panel concluded that EMA, Inc. presented the best value. Therefore, the panel recommends that Council authorize an agreement with EMA, Inc. No guarantee was made that a specific amount of services would be purchased. Staff certifies that the recommended vendor's proposal met specifications.

The initial phase of the project is estimated to cost \$400,000.00. If the contractor and the City both agree to proceed with Phase 2 and 3 of the project, the contract will be amended to add the additional \$800,000.00 as approved by this M&C up to \$1,200,000.00. If not, the City will proceed with a new bid for a contractor for the remaining phases. Mayor & Council 23-0980, approved on November 14, 2023, funded phase 1 of this project. This M&C will fund the remaining balance needed for the entire project including any renewal option that may be exercised by the City.

It is the practice of the Water Department to appropriate its CIP plan throughout the Fiscal Year, instead of within the annual budget ordinance, as projects commence, additional funding needs are identified, and to comply with bond covenants. The actions in the M&C will appropriate funds in support of the Water's portion of the City of Fort Worth's Fiscal Years 2024-2028 Capital Improvement Program, as follows:

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Capital Fund Name	Project Name	FY2024 CIP Appropriations	Authority	Budget Adjustment	Revised FY2024 Budget
W&S Capital Projects – Fund 56002	104667 - Water CIS Meter To Cash Prgm	\$500,000.00	This M&C	\$700,000.00	\$1,200,000.00

Funding is currently available in the Unspecified-All Funds project within the Water & Sewer Capital Projects Fund for the purpose of funding the Water CIS Meter To Cash Program project.

Appropriations for the Water CIS Meter To Cash Program project are as depicted below:

Fund	Existing Appropriations	Additional Appropriations	Project Total*
W&S Capital Projects Fund 56002	\$500,000.00	\$700,000.00	\$1,200,000.00
Project Total	\$500,000.00	\$700,000.00	\$1,200,000.00

*Numbers rounded for presentation purposes.

DVIN-BE: A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

AGREEMENT TERMS: Upon City Council approval, this agreement shall begin upon execution and expire five years from that date.

RENEWAL TERMS: This agreement may be renewed annually only in the event that the project is not completed during the initial term. The expiration date of the agreement will not alter the maximum funding authorized for the agreement. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the Unspecified-All Fund project within the W&S Capital Projects Fund and upon approval of the above recommendations and adoption of the attached appropriation ordinance, funds will be available in the W&S Capital Projects Fund for the Water CIS Meter To Cash Prgm project to support the above recommendations and execution of the contract. Prior to any expenditure being incurred, the Water Department has the responsibility of verifying the availability of funds.

<u>Submitted for City Manager's Office by:</u>	Reginald Zeno	8517
	Fernando Costa	6122
<u>Originating Business Unit Head:</u>	Reginald Zeno	8517
	Christopher Harder	5020
<u>Additional Information Contact:</u>	Jo Ann Gunn	8525
	Alyssa Wilkerson	8357