

# Mayor and Council Communication

**DATE:** 06/28/22

**M&C FILE NUMBER:** M&C 22-0493

**LOG NAME:** 13P AMEND CITY SECRETARY CONTRACT NO. 54771

**SUBJECT**

(ALL) Authorize an Amendment and Extension to City Secretary Contract No. 54771 with Kilan Holdings, Inc. until December 31, 2023 to add Project Management Information System Implementation Support Services for an Amount of \$232,195.00 and Adopt the Attached Appropriation Ordinance to Effect a Portion of Water’s Contribution to Fiscal Years 2022-2026 Capital Improvement Program

**RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize an amendment and extension to City Secretary Contract No. 54771 with Kilan Holdings, Inc. until December 31, 2023 to add Project Management Information System Implementation Support Services for an amount up to \$232,195.00; and
2. Adopt the attached appropriation ordinance increasing estimated receipts and appropriations in the Water & Sewer Capital Projects Fund in the amount of \$116,097.50, from available funds, for the purpose of funding the Fiscal Year 2022 Project Management Information System project (City Project No. 103782) to effect a portion of Water’s contribution to Fiscal Years 2022-2026 Capital Improvement Program.

**DISCUSSION:**

A Request for Qualifications, RFQual 20-0164, for a Project Management Information System (PMIS) consultancy was issued on May 27, 2021, and opened on June 11, 2020. Upon evaluation, it was determined that Kilan Holdings, Inc. was the most qualified vendor for the City’s needs. Subsequently, the City executed City Secretary Contract No. 54771 with Kilan Holdings, Inc (Kilan).

The City executed a contract with Kilan to assist the Transportation and Public Works (TPW) and Water Departments with preparing a bid for its PMIS. Kilan assisted in developing, issuing, and providing support for the evaluation process.

The evaluation is complete and staff is making a recommendation for the PMIS project. Staff recommends continuing its contractual relationship with Kilan so they can provide support and expertise during the implementation phase of the PMIS project. Kilan will provide support and expertise during the PMIS implementation phase. The costs for these additional services is an amount up to \$232,195.00.

The costs of this extended agreement will be shared by Transportation and Public Works and the Water Departments. The cost breakdown is

Department	Share of Contract	Cost
Transportation and Public Works	50%	\$116,097.50
Water	50%	\$116,097.50
<b>Total</b>		<b>\$232,195.00</b>

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 Mayor and Council Communication will appropriate funds in support of the Water’s portion of the City of Fort Worth’s Fiscal Years 2022-2026 Capital Improvement Program, as follows:

Capital Fund Name	Project Name	FY2022 CIP Appropriations	Authority	Budget Adjustment	Revised FY2022 Budget

56002- W&S Capital Projects Fund	103782- Fiscal Year 2022 Project Management Information System	\$	-	This M&C	\$116,097.50	\$116,097.50
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DVIN-BE: A waiver of the goal for M/WBE subcontracting requirement is approved by the Office of Business Diversity, in accordance with the M/WBE or BDE Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

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.

AGREEMENT TERMS: Upon City Council's approval, this agreement shall begin upon execution and expire one year from that date.

RENEWAL TERMS: This agreement may be renewed for one additional one-year term. 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.

Funding is budgeted in the Consultant and Other Professional Services account of the TPW Department's Capital Project Srvc-Capital Fund and in the Unspecified-All Funds within the W&S Capital Projects Fund.

A Form 1295 is not required because: This M&C does not request approval of a contract with a business entity.

**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are currently available in the Unspecified-All Funds project within the W&S Capital Projects Fund and in the TPW PMIS Procurement project within the Capital Project Srvc-Capital 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 FY 22 PMIS project to support the approval of the above recommendations and execution of the change order. Prior to an expenditure being incurred, the Transportation Public Works and the Water Department have the responsibility of verifying the availability of funds.

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Expedited