

Washtenaw County RFP #6819
Addendum #1
Pre-Bid Meeting Minutes and Interview Date
January 21, 2015

Attendees & Contact List: See attached

Key Change in this Addendum:

- **February 24, 10 am – 2 pm added as a second interview date. We may or may not keep the February 10th date open. Please hold both dates for now. Contact [Harry Sheehan](#) if there's any confusion on this point.**

Overview- Harry Sheehan reviewed the requirements of the RFP.

Open only to Cityworks implementation partners, for contractual reasons. Today's pre-bid is mandatory, so only attendees' bids will be considered. Looking for 1 Original and 7 unbound copies (just stapled or binder clipped). Must submit to address in RFP, not to Zeeb Road, submitters are responsible for ensuring timely submittal, even if using a delivery service.

Bids are due on February 2, and notification for Feb 10 and/or Feb 24 interviews will take place by the end of the day on the Feb 5th. For the interview, successful bidders do not need to provide a lengthy presentation, a summary of approach is ok, but the County's goal in interviews will be to have a dialogue on specific points of the RFP.

Questions after the pre-bid are ok, with a deadline of noon the Friday (Jan 30), and questions/responses will be shared with all pre-bid attendees.

In summary, the purpose of the RFP is a Cityworks roll-out/implementation, and it is our understanding that our customization is in the neighborhood of a basic Azteca "\$30k roll-out", and we believe there is benefit to engaging a private consultant for planning and customization to augment the basic roll-out.

The County has budgeted in the vicinity of \$40,000 for this RFP, however, applicants are not limited to this budget – the scoring system was reviewed.

Task I: Needs

Task II: Roll-Out

Task III: Recommendations for Next Steps/Scoping of Future Work

Scope – Tony Bedogne

Tony referenced the written document, but did not read it verbatim. The following 5 guiding principles or visionary goals for the proposal were reviewed:

5 key vision elements of the WRC Cityworks implementation

- Build a communication network where the consultant intricately understands the current business process of the WRC, and the WRC intricately understands the Cityworks business model. Through this communication a roadmap to the future will be drawn.
- Devise a work order tracking process which in turn will allow managers and inspectors to prepare capital improvement planning.
- Mobilize the labor and materials tracking process for the field and engineering services staff; to include truck, equipment, labor, and activity categorization onsite. For both enclosed drainage systems and open channel inspections.
- Allow integrated access to water resources records; including photographs, money collected on a project, labor and activities, scanned orders (OnBase), and geographic features (arcgis)
- Summarize activity detail into reports that will format with the Washtenaw County financial application JD Edwards.

The “local vendor” policy was briefly discussed, and submitters were encouraged to contact [Angela Perry](#) at purchasing with any questions about the specifics of the policy, but basically the local factor would only come into play for the interview team that makes the final decision if there is a tie after all other scoring factors are considered.

Q: How is Operations organized? Cityworks is only being implemented by Water Resources, with 7-8 field staff and a smaller group in Engineering Services and Administrative and Finance staff who would be using Cityworks. It was noted that the software will be shared with the City, and County IT is involved, but Water Resources is the customer and Harry Sheehan will be the primary point of contact.

Q: Do you anticipate the possibility of the existing systems being phased out in the future? OnBase, GeoCortex and other enterprise-wide software will continue to be used and need to be integrated, but Water Resources will abandon the use (does not need the interface) of “home cooked” systems. During this process, a separate initiative by County IT and an independent consultant will be working with departments on a separate Needs Assessment related to an enterprise-wide financial software to replace JD Edwards. It will be helpful to use information from the Needs Assessment for this CMMS deployment RFP that relates to interface with JD Edwards.

Working with BS&A is not anticipated as part of this proposal, but advice about problems that others’ have had will be appreciated.

Q: A question was asked about business processes and flexibility – the project goal is for the consultant to learn Water Resources’ business processes, educate Water Resources in “Cityworks business processes”, and find the optimal blend on that spectrum as the new best practices. However, the project goal is to get the system up and running as soon as possible, then determine how to improve efficiencies in Task III.

Q: What is our timeframe? Water Resources wants to be able to incorporate newly collected data into a usable Cityworks system as soon as possible. It would be ideal to be fully implemented for mass data collection before the end of the July-June fiscal year.

Q: Do we have more detail on Water Resources’ system expectations, i.e. processes that will flow through Cityworks? For example, how do Admin personnel update equipment inventory in order to update equipment cost calculations? The answer was that we can answer any specific process questions, but the purpose of Task I is to help round out decisions on processes to flow through Cityworks, through Water Resources educating the consultant on our processes in detail, and the consultant educating our office on the “off the shelf” ability of Cityworks to meet those needs, and/or the ability/cost to customize.

Q: How mobile is the field services division? We have been doing mobile data collection using ESRI Collector App dynamically connected to ArcGIS services interfaced with SDE and Trimble Geo6000 sub foot accuracy equipment has been used for older inventory information, and in general field staff is interested and willing to adopt technology. More recently, we have piloted a Smart .pdf on an iPad for data collection, and found a need for some workarounds.

Q: Question on cashiering: Tony showed the “Project Log” component of DAMS, basically a collection of money intake classified into financial categories. Includes a history of plan submittals and permitted activities.

Brief discussion of pending IT projects, per Andy Brush, IT Director. In our research on various software that is available, we have seen that Cityworks has off-the shelf or simple customizations for most key business operations we believe Cityworks can do what we want without major customization/upgrades. For this reason, the RFP does not provide extensive detail on our core business practices. If there are areas where we are mistaken about the ability to keep customization minor, these should be highlighted in the RFP response.

Some basic features of DAMS were reviewed on screen, to demonstrate some of the information that is currently tracked. There was discussion about the difficulty of isolating and extracting (slicing and dicing) this data to aid in daily or long range management.

Discussion of the need for a better interface between imaged documents and a new geo-referenced database.

Q: People asked what version of ArcGIS and OnBase the County is using. We are on ArcGIS Server 10.2, will upgrade when Cityworks supports 10.3. Currently using OnBase12 and planning migration to 14 during 2015, with a current goal of mid-year by IT – while the RFP project is ongoing.

Tony noted that experience and ideas relative to inventory of open channel systems is important to us as a value add, knowing that not every agency deploying Cityworks is as focused on this issue as we are. Likewise, advice, suggestions, or options on how discretely assets should be divided up (i.e. every 100', every manhole, segments between problem areas, or other methods) to be practical and cost-effective vs. over-collecting data (PASER was used as an example).

Field staff goals will be to utilize mobile devices in the field to pull up information on the GIS, including imaged documents (within the limitations of data service coverage by wireless providers)

Question regarding the interview date: A conflict with an ESRI conference was identified and Water Resources will look into whether an alternate date would be available. Attendees were advised that availability would not be an obstacle for firms that Water Resources wants to interview. See second interview date at beginning of minutes.

Key questions for vendors to consider:

- Has your group integrated business information (permit fees, review fees) into a Cityworks implementation without using the Cityworks PPL package?
- How are open channel stormwater features inventoried in your Cityworks deployment experiences?

- Is there a part of the Cityworks package that can uniquely track on the job training hours and activities for a given employee?
- Has your implementation team worked directly with the GIS authoring of imaged documents in OnBase?
- Can an application be deployed which allows the markup, annotation, and date of digital photographs. How are photographs captured and fused into the work order?
- How easy is the Cityworks platform to evolve and modify as time moves forward. New rates, new employees, new equipment? Do we need a partner to do this?

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 Attendees

	Name	Representing	Email Address	Contact Phone Number
1	JEFF PESLER	WOOLPERT	jeff.pesler@woolpert.com	216.288.5477
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4	Jeff Brill	CHAM HILL	jeff.brill@cham.com	856.816.7535
5	Bill Hoisington	Power Engineers	Bill.Hoisington@powereng.com	920-432-1820
6	Sam Sauce	GISi	ssauce@gisinc.com	205 941 0442 x 179
7	Phil Westmoreland	Spicer Group	philaw@spicergroup.com	(517) 375-9449
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14	TONY BEDOANE	" "	hedognea@washtenaw.org	" "

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