

# Agenda Report

December 10, 2018

**TO:** Honorable Mayor and City Council

**FROM:** Department of Information Technology

**SUBJECT: AUTHORIZE INCREASE TO CONTRACT 30458 WITH TEDRAS GLOBAL SOLUTIONS, LLC. BY \$162,500 FOR A TOTAL NOT-TO-EXCEED OF \$612,500 FOR ADDITIONAL PROJECT MANAGEMENT SERVICES FOR THE ENTERPRISE LAND MANAGEMENT SYSTEM PROJECT**

## **RECOMMENDATION:**

It is recommended that the City Council:

1. Find that the proposed contract is exempt from the California Environmental Quality Act ("CEQA") pursuant to State CEQA Guidelines Section 15061(b) (3);
2. Authorize the City Manager to increase contract 30458 with Tedras Global Solutions, LLC. By \$162,500, thereby increasing the total not-to-exceed amount from \$450,000 to \$612,500 and to extend the performance period to December 31, 2019; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), contracts for which the City's best interests are served.

## **BACKGROUND:**

On July 27, 2015, City Council approved a recommendation to enter into a contract with Tyler Technologies, Inc. to furnish and deliver an enterprise Land Management System (LMS). The new enterprise system replaces the current Tidemark LMS, which is utilized by multiple departments, most notably, Planning, Fire, and Public Works, to issue various permits, schedule inspections, track and update land and air parcel information, and manage code compliance complaints, citations, and follow-up activities. In support of this project, City Council also approved the addition of five new at-will limited-term full-time equivalent (FTE) positions. One of these new positions was a Project Manager classification that is responsible for overall management and delivery of the entire project, which includes managing the Tyler contract and all related professional services, executing the agreed upon statement of work, and monitoring the project timeline and budget.

On December 14, 2015, City Council authorized a contract, 30458, with Tedras Global Solutions, LLC, a limited liability corporation located in Monrovia, California, for an amount not to exceed \$150,000 for an initial one-year period with two optional one-year extensions for an amount not to exceed \$150,000 each to provide project management services on the LMS project. Courtney Doutherd, who is certified as a Project Management Professional (PMP) and a Certified Scrum Master (CSM) with over 25 years of experience managing complex and large scale technology implementation projects, owns and operates Tedras Global Solutions. He has been serving as the LMS project manager under this contract, providing ongoing vendor management, overseeing and directing the activities of the project team, weekly and monthly project status reports, monthly executive sponsorship meetings, staff training, and general project oversight. Both one-year extensions were exercised, and the contract is currently due to expire on December 13, 2018.

Over the past three years, the project has completed major milestones, including completion of business process roadmaps, data validation, system prototyping, configuration activities and most recently, user acceptance testing of the new system. However, there have been some delays along the way to remain on the original implementation schedule due a combination of system functionality gaps and some performance issues that were resolved along with configuration of advanced functionality to support the City's complex permitting and planning processes and rules. Most of these complexities were unknown at the start and were uncovered over the course of the project. In light of these circumstances, the completion date has shifted from the original May 2019 project completion to fall 2019. The project budget anticipated possible delays and sufficient appropriations are available to accommodate the additional project management expense.

Therefore, staff is recommending an increase to contract 30458 with Tedras Global Solutions, LLC by \$162,500 for a new total not-to-exceed of \$612,500 and extension of the contract performance period through December 31, 2019 in order to continue to provide project management services and ensure all remaining activities on the project are completed. Services will continue to be billable twice monthly at a fixed flat rate of \$6,250 and will be tied to specific deliverables that will be measured and managed by the DoIT Program Management Office. Project management services from Tedras Global Solutions, LLC are expected to last through the performance period. However, either party may terminate the contract at any time.

**COUNCIL POLICY CONSIDERATION:**

The proposed action supports the City Council's three year goal to improve, maintain and enhance public facilities infrastructure; to provide a high quality of public service, which adds to the quality of life in the City and increases its attractiveness through more efficient management of resources.

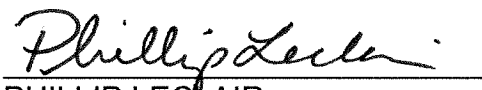
**ENVIRONMENTAL ANALYSIS:**

This contract is exempt from CEQA per section 15061(b) (3), the General Rule. The General Rule can be applied when it can be seen with certainty that the activity will not have a significant effect on the environment. The proposed action will not result in any new development or physical changes.

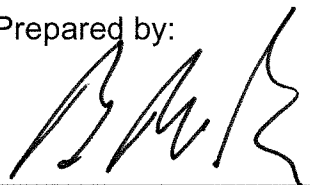
**FISCAL IMPACT:**

This action will increase Contract 30458 with Tedras Global Solutions, LLC by \$162,500. Funding for this action will be addressed by the utilization of existing budgeted appropriations in Capital Improvement Program project #71152 - Land Management System (LMS) Replacement. It is anticipated that \$81,250 of the contract amount will be spent during the current fiscal year. There are no indirect or support costs anticipated as a result of this contract.

Respectfully submitted,

  
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Department of Information Technology

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 FOR  
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Attachment A: Taxpayer Protection Amendment