

Authorization to Enter into Professional Services Contracts and City Manager to Amend CIS Related Contracts

November 16, 2020
Item #4





Recommendations

Pasadena Water and Power

1. CEQA exemption – General Rule
2. Authorize six new contracts with a combined not to exceed amount of \$750,000 to support the CIS project
3. Authorize CIS project contract amendments and change orders in a combined amount not to exceed \$2,000,000
4. Approve additional appropriation of \$2,750,000
 - > \$1,787,500 to Power Fund CIP #3022
 - > \$962,500 to Water Fund CIP #1022



Project Status

Pasadena Water and Power

- Initial Budget \$27,509,461Unchanged
- Go-Live date December 2021Unchanged
- Project Progress as of 9/14/2020
 - > 11 months into implementation
 - > 36% completed
 - > 20% cost
 - 5% retainage on major contracts
 - Significant work on project milestones awaiting approval
 - > No change in scope
 - > No identified change orders



CIS Project Budget

Pasadena Water and Power

Total Expenditures: as of 9/14/2020	\$5,819,552
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A	B	C	D	E	F
Expense Category	Project Budget	FY 2021 Expenses	Total Life-to-Date Expenses	Project Balance as of 8/17/2020 (B - D)	Percentage of Budget Spent (D / B)
Major Contracts	\$16,507,781	\$585,000	\$3,051,446	\$13,456,335	18%
Needs Assessment & Procurement (#30967)*	\$285,120	-	\$284,200	\$920	100%
Project Management & Quality Assurance (#31367)	\$2,747,510	-	\$312,185	\$2,435,325	11%
Oracle CIS (#31483)	\$1,392,903	-	\$675,606	\$717,297	49%
CIS, CSS, EBPP Implementation Services (#31589)	\$8,209,048	\$585,000	\$1,710,000	\$6,499,048	21%
Org Change Management (#31635)	\$1,123,200	-	\$69,455	\$1,053,745	6%
Master Service Agreement	\$750,000	-	-	\$750,000	0%
Project Contingency	\$2,000,000	-	-	\$2,000,000	0%
Project Resources	\$8,166,918	\$262,499	\$1,618,640	\$6,548,278	20%
PWP Project Team Personnel	\$6,166,918	\$247,022	\$1,120,232	\$5,046,686	18%
Support Services	\$2,000,000	\$15,477	\$498,408	\$1,501,592	25%
Other Services & Supplies	\$2,834,762	\$67,267	\$1,149,467	\$1,685,295	41%
Rent and Tenant Improvements	\$288,397	\$66,669	\$193,842	\$94,555	67%
Technology	\$2,546,365	\$598	\$955,625	\$1,590,740	38%
Total	\$27,509,461	\$914,766	\$5,819,552	\$21,689,908	21%



Need for a Contingency Pool

Pasadena Water and Power

- Ten major contracts for \$14.23 million
 - > Without individual contingencies
- Contingency pool provides for:
 - > Flexibility
 - > Not tied to any individual contract
 - > Good project management practice
- Project Contingency of \$2 million is included in the initial budget of ~\$27.5 million
 - > Approximately 14% of project contracts



CIS Approved Contracts

Pasadena Water and Power

Contract/Costs	Vendor	Contract #	Approval Date	Project Costs
Project Management, Quality Assurance and Testing Services	TMG Utility Advisor Services Inc.	31367	12/3/2018	\$2.75M
CIS Software, Support and Cloud-based Hosting	Oracle America Inc.	31483	6/3/2019	\$1.4M
CIS Implementation Services	Red Clay Consulting	31589	10/7/2019	\$8.21M
Organizational Change Management	TMG Utility Advisor Services Inc.	31635	12/9/2019	\$1.12M
Total Previously Approved Contracts				\$13.48M



Need for Specialty Contracts

Pasadena Water and Power

No commitment for work. Only If and When Needed.

- Specialized resources likely needed to augment City staff or provide expertise not available internally
- Vendors bid on one or multiple contract categories that include Project Management, Testing Lead, Training Lead, Functional Architect, Oracle Utility Developer, Technical Architect and Conversion Specialist
- Access to highly skilled resources is limited
- Not readily available “on demand”
- No guarantee of work under these contracts



CIS Recommended Contracts

Pasadena Water and Power

Firm	Headquarters	Contract Categories	Amount
TMG Utility Advisory Services Inc.	Buda, TX	Project Management, Testing Lead, Functional Architect, Oracle Utility Developer, and Technical Architect	\$150,000
Utility Solutions Partners LLC.	Rancho Cordova, CA	Project Management, Testing Lead, Training Lead, Functional Architect, and Oracle Utility Developer	\$150,000
KRE Consulting	Pasadena, CA	Project Manager and Training Lead	\$125,000
Red Clay Consulting Inc.	Atlanta, GA	Oracle Utility Developer, and Conversion Specialist	\$125,000
Prithibi LLC.	Redmond, WA	Technical Architect	\$75,000
Rich Consulting LLC.	Powell Butte, OR	Conversion Specialist	\$125,000
Total Value of Contracts			\$750,000



Selection Process

Pasadena Water and Power

- Multiple-department selection team of City staff
 - > DoIT and PWP
- Selection team was independent of other CIS contract selection processes
- Measured vendor experience, qualifications of staff, project experience, cost of services, and the complete screening, matching and selection process



Task Orders

Pasadena Water and Power

- > The selected firms are not guaranteed any specific quantity or value of work
- > Vendors approved for each category associated will be invited to submit a proposal for individual Task Orders
- > Task Orders will be awarded based on the highest combined score

Task Order Award Criteria

Criteria	Weight
Price evaluated on the full estimate to complete the scope of work	60%
Methodology and defined solution to the specific task order	20%
Experience of proposed candidates	20%



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Back up Slides

Pasadena Water and Power



Background - Contingency

Pasadena Water and Power

- CIS calculates bills for electricity, water, sewer, refuse, and utility-related taxes
- CIS contracts were approved for specified amounts without change order authority
- Anticipate that contract contingencies will be needed
- Recommendation to create a \$2M change order contingency to amend approved and pending CIS contracts
- Project on schedule and no known change orders today
- Source of contingency funds provides for flexible response to unforeseen costs