

# Agenda Report

May 24, 2021

**TO:** Honorable Mayor and City Council  
**FROM:** Water and Power Department  
**SUBJECT:** **AUTHORIZATION TO ENTER INTO A CONTRACT WITH ACCELERATED TECHNOLOGY LABORATORIES, INC. TO PROVIDE AND IMPLEMENT A LABORATORY INFORMATION MANAGEMENT SYSTEM FOR THE WATER AND POWER DEPARTMENT**

## **RECOMMENDATION:**

We recommend that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required for the project; and
2. Authorize the City Manager to enter into a five year contract, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Accelerated Technology Laboratories, Inc. ("ATL") to provide a hosted web-based Laboratory Information Management System ("LIMS") in an amount not to exceed \$127,815, which includes the base contract amount of \$116,195 and a contingency of \$11,620 to provide for any necessary change orders.

## **BACKGROUND:**

The Pasadena Water and Power Department ("PWP") operates a water testing laboratory that complies with Federal and State Safe Drinking Water Act regulations and provides treatment process control. The laboratory has state-of-the-art analytical capabilities; however, it still conducts sample login, tracking, and reporting manually. To streamline operations, increase efficiency, and minimize paper records, the laboratory seeks to procure a hosted, web-based (i.e., software as a service) LIMS in which the hardware is entirely off-site and owned by the LIMS software provider.

On January 20, 2021, a Request for Proposals ("RFP") was published on PlanetBids titled "Laboratory Information Management System for the Water & Power Department" for a software solution that will offer a centralized system to assist the laboratory with sample and data management and generating regulatory reports. The posting generated notices to all vendors who have previously registered with the City for this particular commodity class. A total of 30 vendors downloaded the RFP of which none

were local. Three proposals were received by the closing date, none from local firms. More than 20 local businesses that provide laboratory supplies or services were notified and invited to respond to this solicitation, however none of these businesses bid for a LIMS.

A team of staff in the Water Division and the Department of Information Technology ("DoIT") evaluated the proposals in accordance with the stated criteria outlined in the RFP. Table I summarizes the evaluated total scores for each of the respondents based on the average score of nine evaluators.

**Table I: Summary of Evaluated Scores**

| Proposer                   | Office Location | Total Score |
|----------------------------|-----------------|-------------|
| ATL                        | West End, NC    | 86          |
| Labworks, LLC              | Lehi, UT        | 71          |
| LabVantage Solutions, Inc. | Somerset, NJ    | 57          |

A complete summary of the ranked proposals is included in Attachment A.

ATL received the highest rating due to their experience, qualifications, and strength of proposal. It is recommended that the City Council authorize the City Manager to enter into a contract with ATL in an amount not to exceed \$127,815 for a five-year term, which includes the base contract amount of \$116,195 and a contingency of \$11,620 to provide for any necessary change orders.

The five-year term includes components in the software to allow for the automation of sample tracking and scheduling, enhanced data entry integration from instruments, ability to better track quality control and quality assurance laboratory data metrics, capacity to automate regulatory data reporting, historical data migration, report development, end user training, software hosting and support.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract is consistent with the Public Facilities Element of the General Plan and supports the Council's goal to improve, maintain and enhance public facilities infrastructure and to implement capital improvements that will maintain and rehabilitate infrastructure.

**ENVIRONMENTAL ANALYSIS:**

The acceptance of the LIMS is not subject to CEQA, pursuant to Section 21065 of CEQA and CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. CEQA Guidelines Section 15060 (c)(2) states that an activity is not subject to CEQA if “the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment”. The proposed activity consists of the City Manager entering into a laboratory cloud software contract as the result of a competitive selection process. No direct or reasonably foreseeable indirect physical change in the environment would result from this contract. For the same reason, the proposed activity is not a CEQA “Project” as defined in CEQA Guidelines Section 15378 and is, therefore, also not subject to CEQA pursuant to CEQA Guidelines Section 15060 (c)(3).

**FISCAL IMPACT:**

The total cost of this action is anticipated to be \$127,815, which includes the base contract amount and a contingency amount of \$11,620.

|                                     | Amount           |
|-------------------------------------|------------------|
| Base Contract                       | \$116,195        |
| 10% Contingency                     | \$11,620         |
| <b>Total Contract + Contingency</b> | <b>\$127,815</b> |

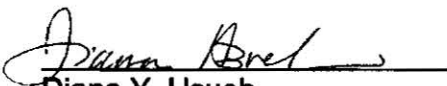
It is anticipated that the expenditures will begin Fiscal Year 2022, with \$65,815 expected to be spent in Fiscal Year 2022. The remainder of the costs will be spent over the following fiscal years 2023-2026. Funding for the capital portion of the contract will be addressed by current and future appropriations in the Water Capital Fund 412 (49006310-811410-01094-53926-49006310-811400) for \$65,815. Indirect and support costs such as yearly hosting are anticipated to be approximately \$15,500 per year for FY2023-2026 and will be addressed annually in the operating budget.

Respectfully submitted,

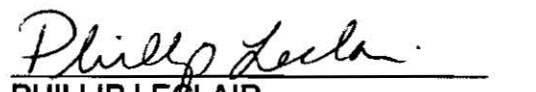


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