

RESULT: REFERRED TO COMMITTEE [11 TO 0] Next: 7/29/2014 9:30 AM
MOVER: Clarence "C. T." Martin, Councilmember, District 10
AYES: Bond, Norwood, Smith, Young Jr., Winslow, Archibong, Wan, Adrean, Moore, Martin, Sheperd
ABSENT: Kwanza Hall, Howard Shook, Keisha Lance Bottoms
AWAY: Andre Dickens

Certified by Presiding Officer	Certified by Clerk
Mayor's Action <i>See Authentication Page Attachment</i>	

CITY COUNCIL
ATLANTA, GEORGIA

14-R-3824

SPONSOR SIGNATURES

Clarence T Martin Jr
Clarence "C. T." Martin, Councilmember, District 10

A RESOLUTION BY COUNCILMEMBER C. T. MARTIN AS AMENDED BY CITY UTILITIES COMMITTEE AUTHORIZING THE MAYOR OR HIS DESIGNEE, TO ISSUE A TASK ORDER TO ATLANTA SERVICES GROUP, A JOINT VENTURE, FOR FC-4906B, ANNUAL CONTRACT FOR ARCHITECTURAL, ENGINEERING AND DESIGN SERVICES, FOR THE DEVELOPMENT OF A CUSTOMIZED MANAGEMENT DATABASE, ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETY-FOUR THOUSAND SEVEN HUNDRED SEVENTY-FOUR DOLLARS AND NO CENTS (\$194,774.00); WITH ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM THE VARIOUS FUND, DEPARTMENT, ORGANIZATION AND ACCOUNT NUMBERS LISTED HEREIN; AND FOR OTHER PURPOSES.(REFERRED BACK FROM FULL COUNCIL 7/21/14)

and Design Services (“Agreement”) with Atlanta Services Group, a joint Venture, on behalf of the Department of Planning and Community Development, Public Works, Watershed Management, Parks, Recreation, and Cultural Affairs and the Office of Enterprise Asset Management, pursuant to Resolution 09-R-1632; and

WHEREAS, the term of the Agreement is for two (2) years with three (3) one (1) year renewal options to be exercised at the City’s sole discretion effective December 21, 2009 through December 20, 2011; and

WHEREAS, the City authorized Renewal Number 1 of the Agreement with Atlanta Services Group, A Joint Venture, via Resolution 11-R-1725, given a new expiration date of December 20, 2012; and

WHEREAS, the City authorized Renewal Number 2 of the Agreement with Atlanta Services Group, A Joint Venture, via Resolution 12-R-1650, given a new expiration date of December 20, 2013; and

WHEREAS, the City authorized Renewal Number 3 of the Agreement with Atlanta Services Group, A Joint Venture, via Resolution 13-R-3771, given a new expiration date of December 20, 2014; and

WHEREAS, the Department of Public Works requires Architectural, Engineering and Design Services for the conceptual development of a customized management database; and

WHEREAS, the Commissioner of the Department of Public Works recommends the issuance of a Task Order to Atlanta Services Group, A Joint Venture for FC-4906B to develop a customized management database in an amount not to exceed One Hundred Ninety Four Thousand Seven Hundred Seventy Four Dollars and No Cents (\$194,774.00).

THE CITY COUNCIL OF THE CITY OF ATLANTA, GEORGIA, HEREBY RESOLVES, that the Mayor, or his designee, is authorized to issue a Task Order to Atlanta Services Group, A Joint Venture for FC-4906B, Architectural, Engineering and Design Services for the development of a customized

management database in an amount not to exceed One Hundred Ninety Four Thousand Seven Hundred Seventy Four Dollars and No Cents (\$194,774.00).

BE IT FURTHER RESOLVED, that all contracted work shall be charged to and paid from the listed FDOA: 1001 (General Fund) 130308 (DPW Transportation Design) 5213001 (Consulting/Professional Services-Tech) 4270000 (Traffic Engineering).

BE IT FURTHER RESOLVED, that the Chief Procurement Officer is hereby directed to prepare the appropriate Agreement for execution by the Mayor.

BE IT FINALLY RESOLVED, that the Task Order will not become binding upon the City, and the City will incur no obligation or liability under it until the Agreement has been approved by the City Attorney as to form, executed by the Mayor, attested to by the Municipal Clerk, and delivered to Atlanta Services Group, A Joint Venture.

**A RESOLUTION
BY COUNCILMEMBER**

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WHEREAS, the City of Atlanta (the “City”) authorized FC-4906B, Architectural, Engineering and Design Services (“Agreement”) with Atlanta Services Group, a joint Venture, on behalf of the Department of Planning and Community Development, Public Works, Watershed Management, Parks, Recreation, and Cultural Affairs and the Office of Enterprise Asset Management, pursuant to Resolution 09-R-1632; and

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City of Atlanta
Department of Public Works
Richard Mendoza, Commissioner

LEGISLATIVE SUMMARY

Office: Transportation - Capital Projects

Committee: City Utilities

DPW Staffer: Rodney Givens/Michele Wynn

Project: Program Management Database

Legislative # 14-R-XXXX

Caption:

A RESOLUTION AUTHORIZING THE MAYOR OR HIS DESIGNEE, TO ISSUE A TASK ORDER TO ATLANTA SERVICES GROUP, A JOINT VENTURE, FOR FC-4906B, ANNUAL CONTRACT ARCHITECTURAL, ENGINEERING AND DESIGN SERVICEES, FOR DEVELOPMENT OF A CUSTOMIZED MANAGEMENT DATABASE, ON BEHALF OF THE DEPARTMENT OF PUBLIC WORKS, IN AN AMOUNT NOT TO EXCEED ONE HUNDRED NINETY FOUR THOUSAND SEVEN HUNDRED SEVENTY FOUR DOLLARS AND NO CENTS (\$194,774.00); WITH ALL CONTRACTED WORK TO BE CHARGED TO AND PAID FROM THE VARIOUS FUND, DEPARTMENT, ORGANIZATION AND ACCOUNT NUMBERS LISTED HEREIN; AND FOR OTHER PURPOSES.

Background:

The Department of Public Works seeks to develop a customized Program Management Database and Web-Based Portal to integrate with existing systems and to provide a central location to access information and manage projects associated with the 2015 Bond Referendum, as well as the other capital projects implemented by the Department of Public Works. Atlanta Services Group (ASG) proposes to build a customized Program Management Database on the PIMS (Practical Information Management Solution) database template that is successfully being used to manage large Capital Improvement Programs (CIP's) by many municipalities and utilities. PIMS will allow its users to create reports and to view real-time information for various projects, including budgets, schedules, inspection logs, GIS maps, and asset conditions. PIMS will centralize project data currently found in multiple formats, such as Word documents, spreadsheets, paper documents, etc.

With PIMS, the Department is not purchasing a standardized software program, but is purchasing consulting services to develop a database tool that imports data from the City's other software programs. The data can be imported automatically and/or manually. The major differences between PIMS and software programs such as Skier, e-Builder, etc is 1) it works in tandem with the systems that we already have in place, 2) it can be quickly expanded to do as much as we want in the future without significant reworking of current systems, and 3) it is much more cost effective. Also, PIMS runs from a SQL Server and is not replacing any software programs that the City has already invested in (e.g., Oracle, Hansen, ArcGIS, Microsoft Project, etc.).

Below is a schedule of the key milestones.

- Discovery Meetings (see Scope of Work – Phase One) – To be scheduled after Notice to Proceed is issued
- Beta version of the Program Management Database – Two months from completion of Discovery Meetings
- Installation of the Program Management Database on City Servers – Three months from completion of Discovery Meetings
- User Training – 6 months from completion of Discovery Meetings

Results of Approval:

Approval of this legislation will equip the Department with a vital tool needed to effectively manage its projects.

Consequences of Non-Approval:

Non-Approval of this legislation will hinder the Department's ability to prepare for the 2015 Bond Referendum.

Council District / Member & NPU: Various

Project Schedule and Budget:

To be provided

Terms of Contract:

Scope Summary:

Atlanta Services Group (ASG) will develop a customized system which complements existing software, houses critical condition assessments and project data, and presents it through web-based dashboards and reports for City managers, outside agencies and the public. The project will begin with a business process analysis to clearly define the Department's goals for the system, map existing data sources, and provide ASG staff the information needed to configure a system that best meets the needs of our capital program. ASG will configure the database and user interface, perform testing, create reports for internal and external stakeholders, install the database on City server(s), and train City staff to use and administer the system. Per the RFP, ASG will perform these services from July 2014 through June 2015.

Phase One: Discovery - Upon Notice to Proceed, ASG will schedule a team of three IT / Business Process professionals onsite at City offices for up to four days (32 hours) of discovery meetings. The purpose of these meetings will be to:

- Clearly define the City's goals and priorities for the system
- Map workflow for priority business functions and possible automation in the system
- Review reports currently used and map associated data sources
- Identify possible integration points with other systems

Discovery meetings will include Public Works' staff from Capital Projects, Finance, GIS, IT, and Management, and will include in depth meetings with staff most familiar with the Oracle Financial system to determine integration points between Oracle and the Program Management Database. Also included will be meetings with the Department's IT staff to evaluate servers, software, potential firewall issues, etc. Aspects of the user web portal to be determined include: terminology, page design, accessibility (as determined by role), background system calculations and automated functions. ASG will assist the Department in determining who should participate in these meetings, and create a preliminary agenda and schedule in advance.

Phase Two: Design and Construction - Programming and testing will be performed in order to implement the customizations to the database and web portals by ASG's technical staff. Some components of the system are listed below (this is not an exclusive list), which will be developed for the Program Management Database as determined by the availability of data and the priorities set in Phase One.

- Project Management and Controls: Budgets, schedules, change management, cash flow, legal agreements, and document management. Reporting on critical project metrics.

- Financial Data: Detailed budgets, expenditures, encumbrances, invoicing and payment data. Integration with the financial system.
- Scheduling: Detailed schedules and milestones, Gant chart reports, possible integration with construction management scheduling software such as Primavera.
- Budgeting: Project and program level budget tracking, change management and reporting.
- GIS: Integration with GIS project areas and maps.
- Reporting (Internal and External): Standard and user defined tabular and graphic reports on program and project metrics. Automated report subscriptions and web-postings for internal use, external stakeholders and the public.
- Capital Planning: Automated capital planning including budget requests and transfers. Links to financial models and flexible escalation values for future projects to allow dynamic, iterative planning.
- Asset Conditions: Quantity and value of existing and added assets.
- Inspection Logs: Field inspection logs / Survey logs.

Phase Three: Testing and Report Development - During the testing period, the Department's System Administrator and select users will receive access to a Beta version of the system to test and suggest refinements to system functions and configurations. Testing is anticipated to be a collaborative and iterative process, with ASG and Public Works staff working closely together. If it is determined that data imported into the system is missing or incorrect, Public Works staff may be needed to assist with data translation and validation.

Up to 120 hours of report writing and configuration (approximately 15 reports, depending on complexity) is included in this Scope of Work, to be used as desired by the City. Reports can be configured for internal or external use. The system will also contain tools to be used by individual users to create custom reports.

Phase Four: Implementation and Training - ASG will provide a team of three IT and business process professionals onsite in Public Works' offices for up to three days (24 hours) of training. Training will be tailored to specific user groups; including project managers, IT staff, financial staff, and system administrators. Concurrent to the training sessions, final systems integration work may take place to insure that all Phase Three refinements to the system are in place and functioning correctly.

Upon implementation of the system on City server(s), the Public Works System Administrator will work closely with ASG with the goal of the Public Works System Administrator becoming the primary provider of user support. The Public Works System Administrator will become the point of contact with the ASG for higher level support, programming or bug fixes.

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Part II: Legislative White Paper: (This portion of the Legislative Request Form will be shared with City Council members and staff)

A. To be completed by Legislative Counsel:

Caption:

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Committee of Purview: Finance/Executive Committee

Committee Meeting Date: July 7, 2014 (1st read) and July 16, 2014 (2nd read)

Council Meeting Date: July 21, 2014

B. To be completed by the department:

1. Please provide a summary of the purpose of this legislation (Justification Statement).

The purpose of this legislation is to develop a customized Program Management Database and Web-Based Portal to integrate with existing systems and to provide a central location to access information and manage projects associated with the 2015 Bond Referendum, as well as the other capital projects implemented by the Department of Public Works.

2. Please provide background information regarding this legislation.

Atlanta Services Group (ASG) proposes to build a customized Program Management Database on the PIMS (Practical Information Management Solution) database template that is successfully being used to manage large Capital Improvement Programs (CIP's) by many municipalities and utilities. PIMS will allow its users to create reports and to view real-time information for various projects, including budgets, schedules, inspection logs, GIS maps, and asset conditions. PIMS will centralize project data currently found in multiple formats, such as Word documents, spreadsheets, paper documents, etc.

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3. If Applicable/Known:

- (a) **Contract Type:** N/A
- (b) **Source Selection:** N/A
- (c) **Bids/Proposals Due:** N/A
- (d) **Invitations Issued:** N/A
- (e) **Number of Bids:** N/A
- (f) **Proposals Received:** N/A
- (g) **Bidders/Proponents:** N/A
- (h) **Term of Contract:** N/A

4. Fund Department Account Center: 1001.130308.5212001.4270000

5. Source of Funds:

6. Fiscal Impact: \$194,774.00

7. Method of Cost Recovery:

This Legislative Request Form Was Prepared By: Rodney Givens

14-R-

(Do Not Write Above This Line)

A RESOLUTION BY COUNCILMEMBER

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First Reading

Committee _____
 Date _____
 Chair _____
 Referred To _____

FINAL COUNCIL ACTION
 2nd 1st & 2nd 3rd
 Readings
 Consent V Vote RC Vote

Committee

Date

Chair

Action
 Fav, Adv, Hold (see rev. side)
 Other

Members

Refer To

Committee

Date

Chair

Action
 Fav, Adv, Hold (see rev. side)
 Other

Members

Refer To

CERTIFIED

CONSENT REFER

REGULAR REPORT REFER

ADVERTISE & REFER

1ST ADOPT 2ND READ & REFER

PERSONAL PAPER REFER

Date Referred
 Referred To:

Date Referred
 Referred To:

Date Referred:
 Referred To:

Committee

Date

Chair

Action
 Fav, Adv, Hold (see rev. side)
 Other

Members

Refer To

Committee

Date

Chair

Action
 Fav, Adv, Hold (see rev. side)
 Other

Members

Refer To

MAYOR'S ACTION