



## Request for City Council Committee Action from the Department of BIS

Date July 18, 2011

To: The Honorable Betsy Hodges, Chair, Ways and Means Committee

Subject: Approval of Consulting Pool for IT services required for the Enterprise Land Management Project.

Recommendation: Approve three firms to be part of the consulting pool for the Enterprise Land Management project for a period of four years, with a total contract amount for all firms combined not to exceed \$5,000,000.

Prepared by Elise Ebhardt, BIS Interagency Coordinator, 673-2026

Submitted by Otto Doll \_\_\_\_\_, 673-3190  
Chief Information Officer

Approved by Steven Bosacker \_\_\_\_\_  
City Coordinator

Presenter in Committee Otto Doll

Policy Review Group  X  Not Applicable

Permanent Review Committee (PRC)  X  Approved

Prior Related Directives:

- May 13, 2011: Approval to issue RFP for IT services consulting pool for Land Management Systems for a period of four years.

**Financial Impact:** None. No additional appropriation is required at this time.

<p><b>Financial Impact</b> (Check those that apply)</p> <p><u> X </u> No financial impact (If checked, go directly to Background/Supporting Information)</p> <p><u> </u> Action requires an appropriation increase to the Capital Budget</p> <p><u> </u> Action requires an appropriation increase to the Operating Budget</p> <p><u> </u> Action provides increased revenue for appropriation increase</p> <p><u> </u> Action requires use of contingency or reserves</p> <p><u> </u> Other financial impact (Explain):</p> <p><u> X </u> Request provided to department's finance contact prior to the Committee Coordinator</p>
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### **Background/Supporting Information**

The City of Minneapolis is preparing to acquire and implement an enterprise-class Land Management System that can support workflow automation and transaction processing for as many of the City's core land management, emergency response resource management, regulatory enforcement, inspections, permitting, development, planning, constituent self-service, and reporting processes as possible.

Business Information Services (BIS) provides Information Technology services for the City, however, on occasion the City uses outside consulting services to augment BIS staff. Due to the size and complexity of the Enterprise Land Management project, we are establishing a pool of consulting firms with previous experience in implementing land management systems to assist BIS. Having a pool of consultants to draw from during the project provides flexibility and improved resource management capabilities for BIS and allows us to bring in the best resources to meet our needs as the specific requirements are identified.

The City's Permanent Review Committee directed BIS to request City Council approval to proceed with issuing the Request for Proposals (RFP) to establish the consulting pool. The RFP was released 5/20/11 and we received four responses. The RFP review team, made up of BIS and Regulatory Services staff, is recommending three firms to be part of the consulting pool:

- Woolpert Inc.
- Macro Group Inc
- TruePoint Solutions

BIS, with the City project team, will select from the approved consulting pool to provide needed professional services for the project. The team will vet task orders across the consulting pool and then select the best proposal.

The consulting pool contract expenses will be determined based on the scope of services the City requires from the firms, however the total contract limit for all firms combined is set not to exceed \$5,000,000.

The funding plan for the Enterprise Land Management project is in place and the expenses for the consulting services are covered within the project budget.

### **Request for Approval**

BIS is requesting approval to establish the consulting pool for the Enterprise Land Management project (BIS Project 880F0171)

a) for a period of four (4) years, through the end of 2015

b) to include the following three (3) firms:

- Woolpert Inc.
- Macro Group Inc.
- TruePoint Solutions

c) with a total contract amount for all firms combined not to exceed \$5,000,000

No additional appropriation is required at this time.