RESOLUTION NO. U-11022

A RESOLUTION related to the purchase of materials, supplies, equipment and the furnishing of services; authorizing the City officials to enter into contracts and, where specified, waive competitive bidding requirements, authorize sale of surplus property, or increase or extend existing agreements.

WHEREAS the City of Tacoma, Department of Public Utilities, requested bids/proposals for the purchase of certain materials, supplies, equipment and/or the furnishing of certain services, or proposes to purchase off an agreement previously competitively bid and entered into by another governmental entity, or for the sales of surplus, or desires to increase and/or extend an existing agreement, all as explained by the attached Exhibit "A," which by this reference is incorporated herein, and

WHEREAS in response thereto, bids/proposals (or prices from another governmental agreement) were received, all as evidenced by Exhibit "A," and

WHEREAS the Board of Contracts and Awards and/or the requesting division have heretofore made their recommendations, which may include waiver of the formal competitive bid process because it was not practicable to follow said process, or because the purchase is from a single source, or there is an emergency that requires such waiver, and/or waiver of minor deviations, and in the case of sale of surplus, a declaration of surplus has been made certifying that said items are no longer essential for continued effective utility service, as explained in Exhibit "A," and

WHEREAS the Director requests authorization, pursuant to TMC 1.06.269 A, to amend contract amounts up to $200,000 and to approve term extensions and renewals for all items contained in Exhibit "A;" Now, therefore,

BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

That the Public Utility Board of the City of Tacoma hereby concurs and approves the recommendations of the Board of Contracts and Awards and/or the requesting division, and approves, as appropriate: (1) the purchase and/or furnishing of those materials, supplies, equipment or services recommended for acceptance; (2) the sale of surplus materials, supplies or equipment recommended for acceptance; (3) the Interlocal agreement that authorizes purchase off another governmental entity's contract; (4) the increase and/or extension of an existing agreement, and said matters may include waiver of the formal competitive bid process and/or waiver of minor deviations, all as set forth on Exhibit "A," and authorizes the execution, delivery and implementation of appropriate notices, contracts and documents by the proper officers of the City for said transactions, and (5) the administrative authority of the Director, per TMC 1.06.269 A., to amend contract amounts up to $200,000 and to approve term extensions and contract renewals for all items in Exhibit "A."

Approved as to form and legality:

_____
Chief Deputy City Attorney

_____
Clerk

_____
Chair

_____
Secretary

Adopted_____

EXHIBIT "A"

RESOLUTION NO.: U-11022

ITEM NO.: #1

MEETING DATE: AUGUST 22, 2018

TO: Board of Contracts and Awards
FROM: Chris Robinson, Power Superintendent/COO, John B. Lawrence, UTS Section Manager; and Tony Landrith, UTS Assistant Section Manager
COPY: Public Utility Board, Director of Utilities, Board Clerk, SBE Coordinator, LEAP Coordinator, and Richelle Krienke, Finance/Purchasing
SUBJECT: Mobile Workforce Management Solution Replacement Request for Proposals PS17-0278F – Augut 22, 2018
DATE: August 10, 2018

RECOMMENDATION SUMMARY:
Tacoma Public Utilities and General Government recommends a contract be awarded to **Clevest Solutions, Inc., Richmond, BC Canada,** for software and licensing, services, training, and support for an enterprise Mobile Workforce Management Solution replacement, in the amount of $2,671,656, plus applicable taxes, for a nine-year term, including system maintenance services paid annually.

STRATEGIC POLICY PRIORITY:
- Assure outstanding stewardship of the natural and built environment.
  - Upgrading and expanding the workforce management toolset enables more efficient and effective utilization of resources and allowing TPU and General Government to track, monitor, and maintain city assets, in a more automated fashion.
  - For planned new users, moving from paper-based work packages to electronic will result in significant benefits, including substantial employee productivity gains.

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.
  - Workforce Management Solution allows for efficient optimization of work allocation, routes, scheduling, and vehicles, while automatically capturing timecard information for workers.

BACKGROUND:
The following outlines key project objectives:
- Replace legacy solution with an enterprise mobile workforce management solution
- Expand initial user base from 200 to 500+
- Increase functionality to include:
  - Initiate work from the field
  - Enhanced off-line capabilities
  - Dynamic resource management
  - Electronic access to documents and photos
  - Automated time entry
  - Expanded form factors
  - Advanced scheduling and dispatching functionality
  - Complementary AMI functionality

ISSUE: The existing legacy mobile application was originally implemented in 2003, with a major update occurring in 2009 and a minor technical update in 2017. The existing system along with a number of supporting systems are nearing their end of vendor support, and will no longer be supported as of January 1, 2020.

ALTERNATIVES:
The following provides highlights of alternatives considered:

- Business as usual
  - The current workforce management tool (ABB) used by TPU and General Government is at end-of-life support
    - It only runs on Windows 7 (end-of-life, January 2020)
    - Several third party support systems are also end-of-life in 2020
    - Business as usual not a supportable alternative
  - Upgrading ABB cost more than implementing the Clevest solution and did not provide the functionality or flexibility that the business units required

COMPETITIVE SOLICITATION:
Request for Proposals Specification No. PS17-0278F was opened August 22, 2017. Twelve companies were invited to bid in addition to normal advertising of the project. Ten submittals were received. A selection advisory committee (SAC) comprised of seven utility (Customer Services, Environmental Services, Power, and Water) and Information Technology staff ranked the proposals using the following categories and weights:

- Technical Requirements – 40%
- Price – 30%
- Risk – 20%
- Small Business Enterprise (SBE) / Minority and Women's Business Enterprise (MWBE) Certification – 5%
- Submittal Quality, Organization & Completeness – 5%

The mobile workforce solution submitted by Clevest Solutions, Inc. ranked the highest by the SAC after scoring written submittals and demonstrations. While the proposal from Smart Energy Water resulted in the lowest priced solution, Clevest Solutions was selected for award based on functionality and 10-year total cost of their workforce management solution.

Respondent	Location	Score
Clevest Solutions, Inc.	**Richmond BC, Canada**	**4700**
ABB Enterprise Software, Inc.	Atlanta, GA	4382
SAP America, Inc.	Newtown Square, PA	4362
Smart Energy Water LLC	Irvine, CA	4272
Diabsolut	Point-Claire, Quebec, Canada	2842
Innovaptive Inc.	Houston, TX	2662
CGI Technologies and Solutions Inc.	Fairfax, VA	2639
Prometheus Group Enterprises LLC	Raleigh, NC	2579
Gomocha USA LLC	Tysons, VA	2190
Prithibi LLC	Kent, WA	2127

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Pre-bid Estimate: $2,000,000
The recommended award is 30.3 percent above the pre-bid estimate due to the number of new users resulting in an increase in licenses and work types to be implemented.

CONTRACT HISTORY: New contract.

SBE/LEAP COMPLIANCE: Not Applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 1065, PW Street Fund (2%)	PWK-00553-01-04-01	Various	$ 53,433
Fund 4200, ESD Solid Waste (2.4%)	ENV-00116-01-10	Various	$ 64,120
Fund 4300, ESD Wastewater (7.5%)	ENV-00099-14-06	Various	$ 200,374
Fund 4301, ESDS Surface Water Utility (4.5%)	ENV-00100-11-06	Various	$ 120,225
Fund 4600, Water Utility (24.5%)	WTR-475-03	Various	$ 654,556
Fund 4700, Power (59.1%)	PWR-00945-10	Various	$1,578,948
TOTAL			**$2,671,656**

REVENUES: N/A

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: $235,452.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A

Chris Robinson, Power Superintendent/COO

APPROVED:

Jackie Flowers, Director of Utilities/CEO

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Addenda:

RFP Scoring Details

Subsection	Scoring	Total Reqs.	Category Weight	CGI	SAP America ClickSW Suite	Clevest Solutions	Prometheus Group	Diabsolut EpochField w/ ClickSW Suite	Smart Energy Water	Gomocha	ABB Enterprise Software	Innovapptive	Prithibi Consulting Services
General		107	15										
	Subtotal			860.0	978.0	1002.5	883.0	934.0	1061.0	686.0	1011.0	896.0	713.0
	Average			3.93	4.34	4.47	4.07	4.16	4.72	3.14	4.49	4.17	3.31
	Rank			8	4	3	7	5	1	10	2	6	9
Plan/Forecast		16	10										
	Subtotal			338.0	380.0	379.5	390.0	380.0	395.0	304.0	386.0	393.0	296.0
	Average			4.23	4.75	4.74	4.88	4.75	4.94	3.80	4.83	4.91	3.70
	Rank			8	5	7	3	5	1	9	4	2	10
Schedule		48	10										
	Subtotal			1038.0	1110.0	1085.0	1079.0	1118.0	1129.0	872.0	1092.5	1065.0	898.0
	Average			4.34	4.63	4.52	4.50	4.66	4.70	3.63	4.59	4.44	3.74
	Rank			8	3	5	6	2	1	10	4	7	9
Dispatch		121	20										
	Subtotal			2553.0	2702.0	2676.0	2431.0	2693.5	2806.0	2088.0	2673.0	2582.0	2085.0
	Average			4.22	4.47	4.42	4.02	4.45	4.64	3.45	4.42	4.27	3.45
	Rank			7	2	4	8	3	1	9	5	6	10
Mobile		42	20										
	Subtotal			782.0	808.0	856.5	696.0	843.5	967.0	734.0	926.0	909.0	608.0
	Average			3.72	3.85	4.08	3.31	4.02	4.60	3.50	4.41	4.33	2.90
	Rank			7	6	4	9	5	1	8	2	3	10
Reporting		38	5										
	Subtotal			744.0	778.0	748.5	760.0	797.0	804.0	602.0	747.5	599.0	565.0
	Average			3.95	3.97	4.13	4.03	4.51	4.70	3.14	3.79	3.19	2.92

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	Rank			7	3	5	4	2	1	8	6	9	10
AMI		25	5										
	Subtotal			75.0	75.0	76.0	72.0	75.0	77.0	72.0	73.0	52.0	69.0
	Average			3.00	3.00	3.04	2.88	3.00	3.08	2.88	2.92	2.08	2.76
	Rank			3	3	2	7	3	1	7	6	10	9
MWM System Architecture		65	15										
	Subtotal			117.0	211.0	251.0	111.0	201.0	295.0	70.0	252.0	105.0	68.0
	Average			1.83	3.25	3.86	1.73	3.09	4.54	1.08	3.88	1.64	1.05
	Rank			6	4	3	7	5	1	9	2	8	10
Overall Technical Ranking				**7**	**4**	**3**	**8**	**4**	**1**	**9**	**2**	**6**	**10**
	Total Score			6507.0	7042.0	7075.0	6422.0	7042.0	7534.0	5428.0	7161.0	6601.0	5302.0
	Scoring weight	**40%**		2602.8	2816.8	2830	2568.8	2816.8	3013.6	2171.2	2864.4	2640.4	2120.8

	Category Weight	**CGI**	**SAP America ClickSW Suite**	**Clevest Solutions**	**Prometheus Group**	**Diabsolut EpochField w/ ClickSW Suite**	**Smart Energy Water**	**Gomocha**	**ABB Enterprise Software**	**Innovapptive**	**Prithibi Consulting Services**
SBE and Response Quality											
SBE/MWBE	5	0	0	0	0	0	0	0	0	0	0
Submittal Quality	5	3.21	3.21	3.14	2.29	3.00	3.57	1.29	3.00	2.93	1.00
Ranking		**2**	**2**	**4**	**8**	**5**	**1**	**9**	**5**	**7**	**10**
Scoring weight	**10%**	0.32	0.32	0.31	0.23	0.30	0.36	0.13	0.30	0.29	0.10

Risks Breakdown	Higher points refers to potential project success										
Total Weighted Scores		178	207	155	46	121	204	84	166	103	28
Normalized Risk Scores		4.30	5.00	3.74	1.11	2.92	4.93	2.03	4.01	2.49	0.68
Ranking		**3**	**1**	**5**	**9**	**6**	**2**	**8**	**4**	**7**	**10**
Scoring weight	**20%**	35.6	41.4	31	9.2	24.2	40.8	16.8	33.2	20.6	5.6

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Price Breakdown

VCC 10yr Total		$2,092,875	$1,148,360	$1,864,900	$4,024,960	$7,200,000	$2,430,000	$1,010,182	$2,734,680	$4,862,000	$4,214,800
Normalized Score		2.41	4.40	2.71	1.25	0.70	2.08	5.00	1.85	1.04	1.20
Ranking		**4**	**2**	**3**	**7**	**10**	**5**	**1**	**6**	**9**	**8**
Scoring weight	**30%**	0.72	1.32	0.81	0.38	0.21	0.62	1.50	0.55	0.31	0.36

Final Weighted Scoring	**2639**	**2860**	**2862**	**2579**	**2842**	**3055**	**2190**	**2898**	**2662**	**2127**
Final Ranking	**7**	**4**	**3**	**8**	**5**	**1**	**9**	**2**	**6**	**10**

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Demonstration Scoring Details:

City of Tacoma / Tacoma Public Utilities Mobile Workforce Management System Vendor Scoring Sheet Summary				
Instructions: As you observe the vendor's product demonstration, track if they demoed the step to your satisfaction. Make notes to help you remember key points, issues and features.	**Item Totals by Evaluator:** **0** = Does not meet, **3** = Meets, **5** = Exceeds			
	SAP America	**Clevest Solution**	**ABB**	**Smart Energy Water**
Vendor Preparedness and Professionalism:				
What was your initial reaction of the vendor?	23	27	22	28
Did they bring the right people to the meeting?	23	30	24.5	29
How well were they prepared?	18.5	28	24	23
How well did they understand COT/TPU's requirements?	23	29	21	20.5
How do you feel about working with the vendor and team?	23	31.5	19	20
Use Case 1 - Simple Order Lifecycle				
Various demonstration of mobile apps	24	29	15	26
The system receives a new service installation request and milestone dates (e.g., start date, due date).	24	27	23	24.5
Manually assign to a crew to new service installation order operation.	25	28.5	22	29
Demonstrate the lifecycle state(s) of an order operation providing an overview of the dispatcher and mobile applications that shows status changes as the order operations moves through its lifecycle states.	23	28.5	23.5	27
When demonstrating map-based applications, include the mobile mapping application(s) in this lifecycle state overview and the ease of use.	18	32	24	28
Demonstrate the field crew's order operation completion details via the mobile completion form as well as any misc. forms, attachments, etc.	19	27	25	27
Demonstrate User picklists and validation.	21	24	21.5	29
Demonstrate the functionality of a mobile device whether or not the unit has wireless coverage or not (in or out of coverage and store & forward capabilities)	21	27	23.5	26.5
Use Case 2 - Query and View				
Demonstrate retrieval of work orders and tasks (operations) a based on partial name, address, and other types of information.	25	28	23.5	28
Have the demo system pre-configured with orders, tasks /operations in various lifecycle states, by organization, regions, work/job types, and their dates - to demonstrate linear task management.	22.5	26	21.5	23

Demonstrate the sort and filter capabilities of the system's Scheduling application to view the next few weeks/months of work. • Differentiate between system and user-created sorts and filters. • Demonstrate how the Scheduling application user gets back to the default state in the event they get lost in sorts and filters. • Demonstrate distance and proximity in this regard.	22.5	29	21.5	26.5
Demonstrate the sort and filter capabilities of the Dispatch application to create specific views of orders, operations, and assigned field resources. • Differentiate between system and user-created sorts and filters. • Demonstrate how the *Dispatch* user gets back to the default state in the event they get lost in sorts and filters. • Demonstrate distance and proximity in this regard.	22.5	29	23.5	27
Demonstrate *Map-based* applications; demonstrate how sorts and filters apply to the mapping applications.	18	29	22.5	22
Demonstrate a 'Gantt' view, showing work and personnel assigned to crews.	26.5	26	23	17.5
Demonstrate in a Gantt view all work assigned and unassigned; Conversely demonstrate in a Gantt view all field resources' (by organization) assigned/allocated and unassigned/unallocated.	25	25.5	18.5	15.5
Use Case 3 - Facility Main Extension / Service Installation				
Receive a facility main (water) or feeder (electric) extension with three services installation order operations based on a customer contact. • Demonstrate complex work and its associated steps - example: 10-pole electric power line extensions (set the poles, frame the poles, attach and energize the conductors).	22.5	28	23.5	23.5
At a minimum, show enough functionality to illustrate the order operations to support the demo.	22	26	21.5	21
If possible, show additional creation functionality such as lists of builders/contractors, searching for existing work orders via a web-portal.	22.5	25	17.5	19.5
For main (water) or feeder (electric) extension demonstrate the ability to group multiple orders and operations into a single project.	22	27	19.5	24
As you progress through the steps, demonstrate how COT/TPU users would view work in their queue to complete that step.	24	23	22.5	24
As you progress through the steps, demonstrate milestone date changes and the associate audit trail (target installation start date, target completion date) as the work order moves through the process. Display how the user would view the changes that have been made to the work order as it moves through the lifecycle.	25	24.5	22.5	24
At least once, demonstrate the following:	0	0	0	0
Insert new task for a specific work order	18	25	21.5	26
Automatically send an email (or other communication) to the dispatcher at the completion of the work completion process step by a field technician.	25	24	7.5	27
Attaching external documents to the work orders (drawing, pdf, etc.)	26	26.5	20.5	28.5

Continue to walk through the steps of "CSR obtains customer confirmation" through "region inspector closes out work order", i.e., the start to finish steps.	22	25	19.5	21
Demonstrate assigning the work to a crew.	23.5	26	23.5	24.5
Display a summary of the completed order with data for all intermediate steps shown.	19	25	21	20
Demonstrate the creation of custom templates to view pre-printed forms	22	26	21.5	24
Use Case 4 - Crew Timesheet Field Entry				
Demonstrate the pre-fill of a field crew timesheet with field crew makeup for multiple-member crews, order operations, time types, crew header information, and work order task header information.	20	26.5	20.5	14
Demonstrate the arrival of new order operations to a field technician and/or crew and highlight high priority order operations.	20	25	24.5	23
Demonstrate how a field technician and/or crew acknowledges acceptance of new work orders	19	25	21.5	24.5
Demonstrate editing the base times displayed.	20	27	21.5	22
Demonstrate adding non-MDT time to the field technician and/or crew sheet for 30 minute safety meeting at the beginning shift.	18	27	23	23.5
Demonstrate creating crew sheet for three people on the same crew.	21	26	21.5	10
Demonstrate automatic totaling of field technician and/or crews timesheet entry.	17	27	22	10
Equipment time entry (actual time usage)	20	25.5	10	17
Use Case 5 - Street Level Assignment/Routing				
Using street-level routing (SLR) assignment, assign a complete work schedule (a full day's and +- 20) to a minimum of three field technicians. Following the assignment, demonstrate the following:	26.5	26	19.5	15.5
The assigned routes and their determined sequence.	25	27	22.5	20.5
How the dispatcher and/or the field user can determine the quality of the sequenced routes.	18	24.5	24.5	14.5
How the route is presented to the field technician on their mobile device.	15.5	24	21.5	22
How a field technician and/or crews can view their projected work schedule for the next four weeks.	22	21	23.5	22
Add an order operation to one field technician and/or crew's route and re-optimize their route for the remainder of the day.	23	26.5	22	22
Assign two field technicians and/or two crews to the same order operations.	24.5	22.5	18.5	10
Assign work to a field technician and/or crew that is not in their current area of responsibility.	21.5	25	21	13
Demonstrate what happens if the dispatchers assign a field technician or crew more work than they can accomplish within their defined shift. In this same regard, how can a dispatcher identify how close a field technician and/or crew is to going on overtime and what he has to do to avoid overtime.	23.5	25	21.5	14.5

Demonstrate the ability to override travel-time and job duration estimates.	22	22	22.5	19.5
Use Case 6 - System Administration/Crew Management				
Create a new field resource including their skills, certifications, work calendar, and assignments. • Demonstrate the ability to add, modify, and delete transfer from host solution.	19.5	27.5	23.5	22.5
Dynamic resource re-configuration of field resources (e.g., split/merge: Split - taking a large crew and splitting it into two crews. Merge - taking two or more crews and merge into one crew). • Demonstrate an emergency response - blue-sky vs. storm conditions and rules.	19	27.5	18.5	11
Create/store variable field resource work schedules at the individual, crew, or group level (standard shifts, split shifts, overtime, etc.).	21	25	22	15
Demonstrate how a dispatcher is alerted when an assignment cannot be completed for reasons such as field technician and/or crew not logged on, field technician and/or crew working in a different geographic area, or field technician and/or crew is not of correct skill match.	23	27	20.5	13
Demonstrate field technician and/or crew status – current assignments, time allocated, time available, time remaining on shift, time charged in standard and/or overtime shifts.	22	19	19.5	21.5
Demonstrate an assignment of an outside resource from a group to a scheduled crew.	21	27	19.5	18.5
Demonstrate assignment of a north district field technician and/or crew to a south district job.	23.5	25	20.5	16.5
Illustrate the utilization of a checklist for a given work type that can be configurable by a system administrator. • Tailgate sign-off, switching orders, and lock-out tag out.	16	25.5	21.5	26
Demonstrate the detection of two or more order operations at the same site either graphically or tabular and either combine or assign and dispatch together.	20	27	20	17.5
Identify order operations that are in jeopardy of meeting or have not met scheduled or committed completion date/time.	24	25.5	22	20.5
Change the areas of responsibility for a dispatcher during a shift.	13	24.5	22.5	23
Demonstrate how the workflow or statuses for a specific job type can be modified.	20	21	22	24
Demonstrate out-of-the box data mart, dashboard, and reporting capabilities.	21	29.5	23	22.5
Demonstrate a fully loaded set of field technicians and/or crews (40–100) and the ability to "reshuffle the deck" interactively when an emergency comes up mid-morning. Also 5-10 field technician and/or crews are shut down and have their pre-scheduled work pulled back and rescheduled to the other 90 field technician and/or crews.	19	24.5	23	7
Overall Impression?				
What was your overall impression of their solution?	19.5	29.5	22	19

Will the work tracking functionality meet COT/TPU's needs?	22	26.5	19	18
Will the scheduling functionality meet COT/TPU's needs?	20	26.5	20	10
Will the mobile functionality meet COT/TPU's needs?	18	27.5	19	15
Will the daily dispatching and crew mgmt. meet COT/TPU's needs?	23	27.5	20.5	10
Total Raw Compiled Scores	**1502**	**1837.5**	**1484**	**1216.5**
Rank	**2**	**1**	**3**	**4**
Average Evaluator Score	214.6	262.5	212.0	207.4

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EXHIBIT "A"
RESOLUTION NO.: U-11022
ITEM NO.: #2
MEETING DATE: 8-22-18

TO: Board of Contracts and Awards
FROM: Chris Robinson, Power Superintendent/COO; John B. Lawrence, UTS Section Manager; and Tony Landrith, UTS Assistant Section Manager and Project Coordinator
COPY: Public Utility Board, Director of Utilities, Board Clerk, SBE Coordinator, LEAP Coordinator, and Richelle Krienke, Finance/Purchasing

SUBJECT: Contract increase and extension for temporary staffing on mission critical projects
RFP PS17-0136F, Contract No. 4600012719 – April 18, 2018
DATE: July 27, 2018

RECOMMENDATION SUMMARY:
Tacoma Power, Utility Technology Services (UTS) requests approval to increase contract 4600012719 with **K R E Consulting, LLC, Pasadena, CA**, by $1,784,280 - for a cumulative total of $2,884,280, plus applicable sales tax, and extend the term of performance to February 2022 for IT project management temporary staffing services to assist with the implementation and replacement of technology solutions for mission-critical projects.

BACKGROUND:
ISSUE:
Projects often represent temporary bodies of work that ebb and flow based upon a number of business factors. As a body of work, the factors in a portfolio of work can change frequently – causing an unpredictable demand on resources.

Professional staffing services are a component of a well-rounded resource strategy to help ensure program, portfolio and project initiatives are positioned to achieve their identified success measures and to provide flexibility in filling resource gaps. As a component of a resourcing strategy, augmented staffing is an effective technique to address short-term resource constraints – avoiding FTE resource commitments where long-term workload demand may not exist.

In 2016, Tacoma Public Utilities (TPU) Utility Technology Services (UTS) took strides toward adding professional staffing services as a component of their resource strategy – developing an RFP, selecting vendors and proposing corresponding contracts. The original bench contracts were approved by the Public Utility Board in 2017, in order to support TPU UTS specific technology portfolio and projects.

During the 2017/2018 biennium, TPU has been able to accomplish foundational projects and is now able to begin work efforts aimed at transformational and strategic initiatives that drive efficiencies and operational excellence across the organization. The efforts required to move to this future state demands a diverse set of skills that are critical in project and program delivery.

Over the past sixteen months, UTS has recognized the value of a staff augmentation. Moving forward, UTS is planning to expand the use of the bench contracts beyond the technology

portfolio. The further adoption of this mitigation alternative has grown the scope and use of these bench contracts beyond their original intent.

Currently, contracted resources are assigned to in-flight projects and are needed to support the upcoming 19/20 biennium, assist in completing ongoing projects for the current 17/18 biennium and mitigate short-term operational needs. Additional funding is needed to ensure continuity of active projects, provide new resourcing as identified and complement the support of operations.

The staffing strategy helps to manage risks and resources, ensure a quality work product, deliver project value and assist in backfilling short term operational resource constraints. Looking forward, TPU's technology portfolio's resource demand is estimated to grow over 50% in project and program due to the additional initiatives outlined in the 2019/2020 portfolio. The current contract provides a wide array of project staffing services to assist in the delivery of TPU's portfolio projects, including:

- Advanced Metering Infrastructure Program
- Energy Management Systems Replacement
- Workforce Connect (Mobile) Replacement
- Land Mobile Radio (LMR) Replacement
- Wide Area Network (WAN) Modernization
- 2019/2020 UTS Technology Project Portfolio (12 additional projects)
- Operational Analytics Implementation
- Outage Communications Implementation
- Paybox Kiosk Replacement
- Drawing Management Solution Implementation
- Additional Initiatives: Payment Card Industry (PCI) initiatives

ALTERNATIVES:

Alternative 1: No augmented staffing

This method would remove existing contracted staff augmentation to identified projects, programs and supporting elements to the Project Management Office. This approach would require shifting existing resources to focus solely on projects/programs with the highest strategic values. Simply stated, based upon current resource projections – there is not enough resource bandwidth to support the portfolio.

Impact: This alternative significantly reduces both the number of projects that can be concurrently supported and delivered – thereby negatively impacting the ability to deliver on strategic projects and identified value to the organization. Further, it removes supporting project roles that assist in improving quality to project deliverables, benefits and outcomes.

Recommendation: This alternative is strongly discouraged, as it has high potential to create numerous unnecessary project/program delays and risks.

Alternative 2: Full Time Employees only

Using this approach, new Full Time Employee (FTE) positions would be created and subsequently filled to support the ongoing projects/programs. These positions would ultimately fill the current identified capacity gaps filled by augmented staffing. While this approach would address the short-term project demand, it would add long-term personnel costs to TPU. This could ultimately result in the potential of unnecessary staffing furloughs after the portfolio of work has been delivered.

Impact: This approach does not enable the PMO to quickly mobilize additional resources to address unplanned initiatives and unfunded mandates. This approach could provide effective staffing levels to the portfolio of work, and may not negatively impact the ability to achieve project benefits. However, there is a long-term commitment to staffing levels and ongoing costs with this approach.

Recommendation: This alternative is discouraged due to unnecessary long-term employment commitments to address near-term resource capacity demands.

Alternative 3: Staff augmentation + Projects of Limited Duration

Key supporting roles would continue to be staff augmented through professional services. This approach addresses the short-term resource demands of the portfolio without requiring a long-term commitment to ongoing personnel costs. In addition, TPU will be requesting authorization to establish Special Projects of Limited Duration where appropriate to designated internal/external SMEs to be fully committed to project assignments.

This approach would allow staffing flexibility and a likely overall reduction of labor costs in executing the body of work.

Impact: Reduction to overall cost of professional services and temporary increase to budgeted labor. This approach would provide effective staffing levels to the portfolio of work, and does not negatively impact the ability to achieve project benefits.

Recommendation: This approach, approved alongside special projects of limited duration for identified key resources - ***is the recommended staffing approach*** to accomplishing the identified work and providing value. The funding increase request, as described, assumes this alternative.

COMPETITIVE SOLICITATION:

The original contract was awarded to **KRE Consulting Inc.** as a result of Request for Proposals Specification No. PS17-0136F.

CONTRACT HISTORY: Resolution U-10930, approved by the Public Utility Board in May 2017, authorized a three-year contract with KRE Consulting Inc. in the amount of $1,900,000 for IT project management temporary staffing services to support the following projects:

- Energy Management System (EMS) upgrade
- Mobile Workforce Management upgrade
- Data Analytics implementation
- Outage Communications implementation
- ESRI GIS Data Replication

- Drawing Management Solution implementation
- Paybox replacement
- WAN Modernization
- Digital LAN Mobile Radio

SBE/LEAP COMPLIANCE: Not Applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 4700 - Power	Various	5310100	1,378,429
Fund 4600 - Water	Various	5310100	328,705
Fund 4500 - Tacoma Rail	Various	5310100	192
Fund 1060-STMT - PWS Street Maintenance	Various	5310100	11,008
Fund 4200 - ESD Solid Waste	Various	5310100	17,821
Fund 4300 - ESD Wastewater	Various	5310100	18,340
Fund 4301 - ESD Surface Water Utility	Various	5310100	29,785
TOTAL			**1,784,280**

REVENUES: N/A

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

TACOMA POWER | TACOMA WATER | TACOMA RAIL
TACOMA PUBLIC UTILITIES

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: $384,640

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

Chris Robinson, Power Superintendent/COO

APPROVED:

Jackie Flowers, Director of Utilities/CEO

TACOMA POWER | TACOMA WATER | TACOMA RAIL
TACOMA PUBLIC UTILITIES

EXHIBIT "A"
RESOLUTION NO.: U-11022
ITEM NO.: #3
MEETING DATE:

TO: Board of Contracts and Awards
FROM: Chris Robinson, Power Superintendent/COO; John B. Lawrence, UTS Section Manager; and Tony Landrith, UTS Assistant Section Manager and Project Coordinator
COPY: Public Utility Board, Director of Utilities, Board Clerk, SBE Coordinator, LEAP Coordinator, and Richelle Krienke, Finance/Purchasing

SUBJECT: Contract increase and extension for temporary staffing on mission critical projects
RFP PS17-0136F, Contract No. 4600012724 – April 18, 2018
DATE: August 13, 2018

RECOMMENDATION SUMMARY:
Tacoma Power, Utility Technology Services (UTS) requests approval to increase contract 4600012724 with **Morris & Willner Partners, Inc. (MW Partners), Santa Ana, CA**, by $2,999,436, for a cumulative total of $4,899,436, plus applicable sales tax, and extend the term to February 2022, for technology temporary staffing services to assist with the implementation and replacement of utility technology solutions for critical projects and operations.

BACKGROUND:

ISSUE:
Projects often represent temporary bodies of work that ebb and flow based upon a number of business factors. As a body of work, the factors in a portfolio of work can change frequently – causing an unpredictable demand on resources.

Professional staffing services are a component of a well-rounded resource strategy to help ensure program, portfolio and project initiatives are positioned to achieve their identified success measures and to provide flexibility in filling resource gaps. As a component of a resourcing strategy, augmented staffing is an effective technique to address short-term resource constraints – avoiding FTE resource commitments where long-term workload demand may not exist.

In 2016, Tacoma Public Utilities (TPU) Utility Technology Services (UTS) took strides toward adding professional staffing services as a component of their resource strategy – developing an RFP, selecting vendors and proposing corresponding contracts. The original bench contracts were approved by the Public Utility Board in 2017, in order to support TPU UTS specific technology portfolio and projects.

During the 2017/2018 biennium, TPU has been able to accomplish foundational projects and is now able to begin work efforts aimed at transformational and strategic initiatives that drive efficiencies and operational excellence across the organization. The efforts required to move to this future state demands a diverse set of skills that are critical in project and program delivery.

Over the past sixteen months, UTS has recognized the value of a staff augmentation. Moving forward, UTS is planning to expand the use of the bench contracts beyond the technology

portfolio. The further adoption of this mitigation alternative has grown the scope and use of these bench contracts beyond their original intent.

Currently, contracted resources are assigned to in-flight projects and are needed to support the upcoming 19/20 biennium, assist in completing ongoing projects for the current 17/18 biennium and mitigate short-term operational needs. Additional funding is needed to ensure continuity of active projects, provide new resourcing as identified and complement the support of operations.

The staffing strategy helps to manage risks and resources, ensure a quality work product, deliver project value and assist in backfilling short term operational resource constraints. Looking forward, TPU's technology portfolio's resource demand is estimated to grow over 50% in project and program due to the additional initiatives outlined in the 2019/2020 portfolio. The current contract provides a wide array of project staffing services to assist in the delivery of TPU's portfolio projects, including:

- Advanced Metering Infrastructure Program
- Energy Management Systems Replacement
- Workforce Connect (Mobile) Replacement
- Land Mobile Radio (LMR) Replacement
- Wide Area Network (WAN) Modernization
- 2019/2020 UTS Technology Project Portfolio (12 additional projects)
- Operational Analytics Implementation
- Outage Communications Implementation
- Paybox Kiosk Replacement
- Drawing Management Solution Implementation
- Additional Initiatives: Payment Card Industry (PCI) initiatives

ALTERNATIVES:

Alternative 1: No augmented staffing

This method would remove existing contracted staff augmentation to identified projects, programs and supporting elements to the Project Management Office. This approach would require shifting existing resources to focus solely on projects/programs with the highest strategic values. Simply stated, based upon current resource projections – there is not enough resource bandwidth to support the portfolio.

Impact: This alternative significantly reduces both the number of projects that can be concurrently supported and delivered – thereby negatively impacting the ability to deliver on strategic projects and identified value to the organization. Further, it removes supporting project roles that assist in improving quality to project deliverables, benefits and outcomes.

Recommendation: This alternative is strongly discouraged, as it has high potential to create numerous unnecessary project/program delays and risks.

Alternative 2: Full Time Employees only

Using this approach, new Full Time Employee (FTE) positions would be created and subsequently filled to support the ongoing projects/programs. These positions would ultimately fill the current identified capacity gaps filled by augmented staffing. While this approach would address the short-term project demand, it would add long-term personnel costs to TPU. This could ultimately result in the potential of unnecessary staffing furloughs after the portfolio of work has been delivered.

Impact: This approach does not enable the PMO to quickly mobilize additional resources to address unplanned initiatives and unfunded mandates. This approach could provide effective staffing levels to the portfolio of work, and may not negatively impact the ability to achieve project benefits. However, there is a long-term commitment to staffing levels and ongoing costs with this approach.

Recommendation: This alternative is discouraged due to unnecessary long-term employment commitments to address near-term resource capacity demands.

Alternative 3: Staff augmentation + Projects of Limited Duration

Key supporting roles would continue to be staff augmented through professional services. This approach addresses the short-term resource demands of the portfolio without requiring a long-term commitment to ongoing personnel costs. In addition, TPU will be requesting authorization to establish Special Projects of Limited Duration where appropriate to designated internal/external SMEs to be fully committed to project assignments.

This approach would allow staffing flexibility and a likely overall reduction of labor costs in executing the body of work.

Impact: Reduction to overall cost of professional services and temporary increase to budgeted labor. This approach would provide effective staffing levels to the portfolio of work, and does not negatively impact the ability to achieve project benefits.

Recommendation: This approach, approved alongside special projects of limited duration for identified key resources - ***is the recommended staffing approach*** to accomplishing the identified work and providing value. The funding increase request, as described, assumes this alternative.

COMPETITIVE SOLICITATION:

The original contract was awarded to **MW Partners** as a result of Request for Proposals Specification No. PS17-0136F.

CONTRACT HISTORY: Resolution U-10930, approved by the Public Utility Board in May 2017, authorized a three-year contract with MW Partners in the amount of $1,900,000 for IT project management temporary staffing services to support the following projects:

- Energy Management System (EMS) upgrade
- Mobile Workforce Management upgrade
- Data Analytics implementation
- Outage Communications implementation
- ESRI GIS Data Replication

- Drawing Management Solution implementation
- Paybox replacement
- WAN Modernization
- Digital LAN Mobile Radio

SBE/LEAP COMPLIANCE: Not Applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Fund 4700 - Power	Various	5310100	2,549,548
Fund 4600 - Water	Various	5310100	182,883
Fund 1060-STMT - PWS Street Maintenance	Various	5310100	4,511
Fund 4200 - ESD Solid Waste	Various	5310100	7,766
Fund 4300 - ESD Wastewater	Various	5310100	8,018
Fund 4301 - ESD Surface Water Utility	Various	5310100	13,103
Fund 5800 - Information Systems	Various	5310100	233,607
TOTAL			**2,999,436**

REVENUES: NA

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: $1,031,680

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

Chris Robinson, Power Superintendent/COO

APPROVED:

Jackie Flowers, Director of Utilities/CEO

TACOMA POWER | TACOMA WATER | TACOMA RAIL
TACOMA PUBLIC UTILITIES

EXHIBIT "A"
RESOLUTION NO.: U-11022
ITEM NO.: #4 =
MEETING DATE: AUGUST 22, 2018

TO: Board of Contracts and Awards

FROM: Tony Lindgren, P.E., Tacoma Water Distribution Engineering, Division Manager
Ali Polda, P.E., Tacoma Water Distribution Engineering, Professional Engineer

COPY: Public Utility Board, Director of Utilities, Board Clerk, SBE Coordinator, LEAP Coordinator, and Doreen Klaaskate, Finance/Purchasing

SUBJECT: Water Main Replacement Project 2017-40
Request for Bids Specification No. WD18-0142F – August 22, 2018

DATE: August 10, 2018

RECOMMENDATION SUMMARY:
Tacoma Water Distribution Engineering recommends that a contract be awarded to Northwest Cascade Inc Puyallup, WA, for the replacement of water mains in the vicinity of Rosemount Way, from North 24th to North 25th Streets, in the amount of $258,303.00, plus any applicable taxes.

BACKGROUND:
This contract provides for the construction of approximately 790 linear feet of 8-inch, 6-inch, and 4-inch ductile iron water main along Rosemount Way, from North 24th to North 25th Streets, and along Rosemount Street. The new water mains will replace existing 2-inch galvanized water mains, believed to have been constructed in the 1910's. Replacement of the water mains will increase the level of service provided to our customers, improve fire flow in the vicinity, and enhance operational flexibility of the distribution system.

Additionally, in this contract Tacoma Water is partnering with Public Works to restore the existing road surface along the project extents. Completing this work under a single contract will consolidate construction impacts and reduce overall project costs while improving project delivery efficiency. Public Works will reimburse Tacoma Water in the amount of $24,226.50, plus applicable taxes, for their share of the project costs.

COMPETITIVE SOLICITATION:
Request for Bids Specification No. WD18-0142F was opened July 31, 2018. Thirty-two (32) companies were invited to bid in addition to normal advertising of the project. Two (2) submittals were received.

Northwest Cascade Inc submitted a bid that resulted in the lowest submittal after consideration of SBE participation goals. The table below reflects the amount of the base award.

Respondent	Location *(city and state)*	Submittal Amount	Evaluated Submittal
Northwest Cascade, Inc.	**Puyallup, WA**	**$ 258,303.00**	**$ 258,303.00**
Miles Resources, LLC	Puyallup, WA	$ 354,823.40	$ 354,823.40

Pre-bid Estimate: $ 291,000.00
The recommended award is 12.6 percent below the pre-bid estimate.

COMPETITIVE ANALYSIS:

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Not applicable.

SBE/LEAP COMPLIANCE: The recommended contractor is in compliance with the Small Business Enterprise (SBE) Regulation requirements per memorandum dated August 10, 2018. The SBE goal for this project is 7 percent. The SBE participation level of the recommended contractor is 7.6 percent. Northwest Cascade Inc submitted the lowest bid per the SBE Regulation requirements. The Local Employment and Apprenticeship Training Program (LEAP) goal is 219 hours.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Tacoma Water Bond Fund	WTR-00555-02-03	5330100	$ 258,303.00
TOTAL			$ 258,303.00

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4600-10WC Water 2010 Construction Bond Fund*	586306	6311156	$ 258,303.00
TOTAL			$ 258,303.00

* Excluding Applicable Sales Tax

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: $ 258,303.00

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes.

Scott Dewhirst, Water Superintendent

APPROVED:

Jackie Flowers, Director of Utilities

Community and Economic Development Department
Small Business Enterprise (SBE) Office
Evaluated Bid Status Report

To: Ali Polda / Todd Honey

Date: August 10, 2018

Subject: Water Main Project MRP-2017-40 (Rosemount)
Specification No. WD18-0142F

Contractor: Northwest Cascade, Inc.
PO Box 73399
Puyallup, WA 98373

SBE Subcontractor(s) to be used on the project:

Newell Brothers Trucking

SBE Participation: 7.0%

SBE Evaluation DESCRIPTION Water Main Project MRP 2017 - 40 (Rosemount)

Contract: WD18-0142F

SBE Goal: 7.00%

	Contractor Name	Base Bid	SBE Bid	SBE %	SBE Credit	Evaluated Bid	
1	Northwest Cascade, Inc.	$ 238,303.00			$ -	$ 238,303.00	Lowest evaluated bid
2	Miles Resources, LLC	$ 334,823.40			$ -	$ 334,823.40	

☒ APPROVED

The SBE project goal was established at 7%. Northwest Cascade, Inc. met the SBE goal in its entirety as well as being the lowest evaluated bid.

☐ DISAPPROVED

Bidder is not considered responsive for the following reason(s):

☐ Bidder did not complete all necessary forms
☐ See attached memorandum dated _____.

C Lynn

Carrie Lynn, SBE Coordinator

City of Tacoma Memorandum

DATE: August 10th, 2018

TO: Tony Lindgren, P.E., Distribution Engineering Manager, Tacoma Water
Chris Larson, P.E., Engineering Division Manager, Public Works

FROM: Ali Polda, P.E., Tacoma Water Distribution Engineering AP
Erik Sloan, Public Works Street Operations

SUBJECT: Agreement for Joint Tacoma Water – Public Works Project
MRP-2017-40 Rosemount Way Spec No. WD18-0142F

The City of Tacoma, Department of Public Utilities, Water Division ("Tacoma Water") and the City of Tacoma, Public Works Department ("Public Works") have been working to develop plans and specifications for the Rosemount Way Project. The project is anticipated to start construction in September 2018.

Our respective organizations believe a coordinated effort to reconstruct the existing road in conjunction with water main replacement under a single City of Tacoma contract will result in efficiency and cost savings to all parties. Additionally, a joint project will minimize construction disturbance to the general public. The following summarizes the arrangements, assumptions, and action items necessary to move forward with this project:

- Tacoma Water will be responsible for coordinating the compilation of the overall project contract plans and specifications.

- Both Departments have agreed to share the costs associated with the following bid items. Costs will be finalized upon project closeout. Public Works will provide payment amount via journal entry at the completion of the project.

Bid Item	Share Ratio	Low Bidder Submittal	Public Works Estimated Contribution
Mobilization *	9.4%	$27,000.00	$2,538.00
Temporary Project Traffic Control *	9.4%	$27,000.00	$2,538.00
Planing Bituminous Pavement, 2-1/2 inch depth	50%	$7,191.00	$3,595.50
HMA Cl ½", PG64-22 (5-04 & 9-03.8)**	50%	$31,110.00	$15,555.00
Sub-total		$92,301.00	$24,226.50***

* Based on the ratio of Public Works Cost Contribution to Overall Project Costs
** Cost of HMA does not include amount required for trench patches
*** Plus applicable taxes

- Public Works will be responsible for the design and construction of two (2) curb ramps located at the intersection of N 24th Street and Rosemount Way. The ramps will be constructed to City of Tacoma standards. The curb ramps will be built in a separate project after the completion of this Project.

We look forward to continuing our spirit of coordination and cooperation to accomplish this and future projects of mutual benefit to the citizens of Tacoma, Public Works, and Tacoma Water. By signature, please indicate your approval to proceed with this joint project.

FOR

Tony Lindgren, P.E.
Distribution Engineering Manager, Tacoma Water

8.10.2018
Date

Chris Larson, P.E.
Public Works Engineering Division Manager

8/10/18
Date

cc: Frank Marescalco, Site and Building Division

Ap;td

File: 2017-40

U-11022
#5
August 22, 2018

City of Tacoma

Contract and Award Memorandum
Purchase Resolution – Exhibit "A"

TO: Board of Contracts and Awards
FROM: Andy Cherullo, Finance Director, Finance Department
COPY: Public Utility Board, Director of Utilities, Board Clerk, City Council, City Manager, City Clerk, and Alex Clark, Finance/Purchasing
SUBJECT: Increase Contract for Auditing Services - Request For Proposals FI13-0302F, SAP Contract No. 4600009457 – Tacoma Public Utility Board, August 22, 2018, City Council, August 28, 2018
DATE: July 31, 2018

RECOMMENDATION SUMMARY:
The Finance Department requests approval to increase the contract with Moss Adams, LLP by $264,000, plus tax. This would fund audit services through 2019. The increase will bring the contract to a cumulative contract total of $1,470,000 for annual financial audit services for Tacoma Power, Tacoma Water, Tacoma Rail, Environmental Services/Sewer (Waste Water and Surface Water), and Environmental Services/Solid Waste Management.

STRATEGIC POLICY PRIORITY:
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.
    - External audit services support the City's strategic policy for fiscal sustainability by providing financial statements that are usable by the citizens, Public Utility Board, City Council, rating agencies, bondholders, and other external users.

BACKGROUND:
The City annually prepares a comprehensive annual financial report (CAFR) that is audited by the Washington State Auditor's Office. The financial statements covered by the CAFR include the summary level financial information on the City's utilities. To provide comprehensive financial information for those utilities, the City also prepares financial reports for Power, Water, Rail, Solid Waste Management, and Sewer (Waste Water and Surface Water) utilities, which are separately audited by Moss Adams. This contract provides those auditing services. The estimated cost for each utility is:

Utility	Cost
Tacoma Power	$77,000
Tacoma Water	$66,000
Tacoma Rail	$31,000
Environmental Service - Solid Waste	$43,000
Wastewater	$31,000
Surface Water	$16,000
Total	$264,000

ISSUE: The existing Moss Adams term is expected to end on December 31, 2018 and the City is required to have an annual audit conducted on the City's utilities.

ALTERNATIVES: The City could issue a new Request for Proposals but for continuity of operations it's more practical to extend this contract for an additional year as allowed by Resolution No. U-10659 and Resolution No. 38767.

COMPETITIVE SOLICITATION:
In June of 2013, the City issued a Requests for Proposals FI13-0302F for independent audit services for the Utilities. The selection advisory committee selected Moss Adams, LLP as the external auditor for component unit audit services, for each audit year from December 31, 2013 through 2017, with the option to renew the contract three additional one-year terms.

CONTRACT HISTORY: The original contract was awarded to Moss Adams, LLP as a result of a Request for Proposal. The contract was to provide annual financial audit services for five years with a cumulative contract total of $1,196,000 with the option to renew the contract three additional one-year terms. This contract was approved by the Tacoma Public Utility Board on October 23, 2013 per Resolution No. U-10659 and by the City Council on November 5, 2013 per Resolution No. 38767.

On October 20, 2017, Amendment No. 1 was issued to increase the scope of work to include auditing under Generally Accepted Governmental Auditing Standards, extend the termination date to December 31, 2018, and increase the contract by $10,000 from $1,196,000 to $1,206,000.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 - Power	561000	5311100	$77,000
4600 - Water	581000	5311100	$66,000
4500 - Rail	591004	5311100	$31,000
4200 - Solid Waste	512025	5311100	$43,000
4300 - Wastewater	523925	5311100	$31,000
4301 - Surface Water	521925	5311100	$16,000
TOTAL			**$264,000**

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 - Power	561000	Various	$77,000
4600 - Water	581000	Various	$66,000
4500 - Rail	591004	Various	$31,000
4200 – Solid Waste	512025	Various	$43,000
4300 - Wastewater	523925	Various	$31,000
4301 - Surface Water	521925	Various	$16,000
TOTAL			**$264,000**

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET:

Utility	Cost
Tacoma Power	$77,000
Tacoma Water	$66,000
Tacoma Rail	$31,000
Environmental Service - Solid Waste	$43,000
Wastewater	$31,000
Surface Water	$16,000
Total	$264,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

APPROVED:

Jackie Flowers
Director of Utilities