



RESOLUTION NO. U-11321

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

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

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

16 WHEREAS the Board of Contracts and Awards or the requesting division
17 have heretofore made their recommendations, which may include waiver of the
18 formal competitive bid process because it was not practicable to follow said
19 process, or because the purchase is from a single source, or there is an
20 emergency that requires such waiver, or because a directly negotiated contract
21 was determined to be in the best interest of the City, or waiver of minor
22 deviations, and in the case of sale of surplus, a declaration of surplus has been
23 made certifying that said items are no longer essential for continued effective
24 utility service, as explained in Exhibit "A," Now, therefore,
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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 or the requesting division, and approves, as appropriate: (1) the purchase 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 purchase from a cooperative or another governmental entity contract; and (4) the increase or extension of an existing agreement, and said matters may include waiver of the formal competitive bid process 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.

Approved as to form:

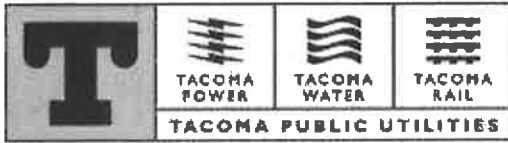
/s/
Chief Deputy City Attorney

Chair

Secretary

Clerk

Adopted



RESOLUTION NO.: U-11321
ITEM NO.: 1
MEETING DATE: MAY 25, 2022

TO: Board of Contracts and Awards
FROM: Tenzin Gyaltzen, Power Section Manager, Utility Technology Services
Tony Landrith, Power Section Assistant Manager I, Utility Technology Services
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP
Coordinator, and Tad Carlson, Finance/Purchasing
SUBJECT: Temporary IT Staffing Services
Request for Proposals Specification No. PI21-0535F, Contract No. CW2248608
& CW2248610 – May 25, 2022
DATE: May 02, 2022

RECOMMENDATION SUMMARY:

Tacoma Power, Utility Technology Services (UTS) recommends contracts be awarded to Morris & Willner Partners Inc, Santa Ana, CA, in the amount of \$3,300,000, plus a 10 percent contingency, plus applicable taxes, and Eight Eleven Group, LLC dba Brooksource, Indianapolis, IN, in the amount of \$2,700,000, plus a 10 percent contingency, plus applicable taxes, primarily budgeted from the UTS Project Management Office (PMO) Technology Fund, for an initial contract term of five (5) years with the option to renew for one additional five (5) year term, for a projected contract amount of \$6,600,000, plus applicable taxes, for Temporary IT Staffing Services, Supplemental Support, and Professional Services as needed.

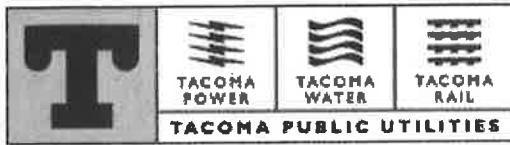
BACKGROUND:

The negotiated contract with Morris & Willner Partners Inc and Eight Eleven Group LLC dba Brooksource avails a wide array of project staffing resources to assist in the delivery of the 2021/2022 and 2023/2024 portfolio of TPU technology related capital projects.

While the 2017/18 Utility Modernization roadmap necessitated the need for augmented staffing resources, the need for augmented staffing resources continues to exist to backfill UTS project management related resource gaps in the upcoming 23/24 biennium, assist in completing in-flight projects in the current 21/22 biennium, and mitigate short-term operational staffing needs.

The temporary augmented staffing resources ensure efficient and cost effective mitigation of risks and resource constraints, ensure a quality work product, deliver project value, and assist in backfilling short term operational needs. The augmented staffing contract enables TPU to employ more innovative solutions that save money, enhance security, optimize efficiency, drive operational excellence, and ensure high customer satisfaction.

ISSUE: Professional project services are important to help ensure project and operational deliverables are successfully completed within scope, on time, and on budget. The need to contract for augmented staffing originally arose to support Tacoma Public Utilities (TPU) specific technology related capital projects. Over the past five years, the demand to utilize augmented staffing resources expanded beyond supporting technology capital projects delivered by the UTS PMO. Other workgroups across TPU have recognized the value of having augmented staffing resourcing and have begun utilizing this type of contract to fill short-term resourcing gaps.



ALTERNATIVES:

Alternative 1: Hire Full Time Employees

Using this approach, new Full Time Employee (FTE) positions would be created and filled to support the ongoing projects/programs. The UTS PMO is currently requesting five (5) additional FTE positions in the 2023/24 budget cycle. The new FTE positions would reduce the need for augmented staffing resources and fill the current identified capacity gaps.

Impact: Projects often represent temporary bodies of work that ebb and flow based upon a number of business factors. Such shifts in work occur frequently in the course of a project resulting in unpredictable demand on resources. While a hire new FTEs approach provides for more dedicated resources, this approach has the potential to increase long-term staffing levels and labor costs.

Recommendation: Should the request for the five (5) new FTE positions be approved, UTS might not immediately need the augmented staffing resources acquired through the contract. While that could be an outcome, this contract will still be necessary to mitigate unanticipated resource demands that may arise in the future, and such utilization of the contract will occur sparingly for temporary staff augmentation purposes.

Alternative 2: Contracted Staff Augmentation

In the absence of dedicated project staff, Alternative 2: Contract staff augmentation, provides the most flexible staffing model to accomplishing the portfolio of TPU technology related projects and other ad hoc initiatives. This approach, as currently in place, would continue to provide project resources as needed to ensure ongoing execution of work.

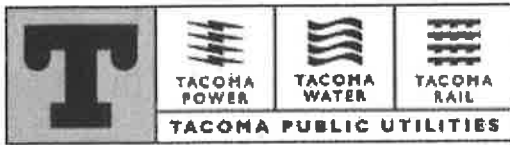
Impact: This approach provides adequate staffing levels for achieving the portfolio of work in an efficient and effective manner. While providing the most flexibility, this approach has a higher cost, but avoids long term resource commitments.

Recommendation: **In the absence of new FTE positions, utilizing contracted staff augmentation is the recommended approach** to filling key roles to assist in accomplishing the identified body of work in the 2021/2022 and 2023/2024 portfolio of TPU technology related capital projects and ensuring immediate availability of augmented staffing to address emergent needs.

COMPETITIVE SOLICITATION:

Request for Proposals (RFP) Specification No. P121-0535F was opened October 12, 2021. Seventy (70) submittals were received resulting in 66 responsive proposals being evaluated. While Fees and Charges were a critical part of the overall evaluation and final selection; Qualifications of Firm, Methodology and Experience of Key Personnel were similarly critical in determining the final vendors.

Of the 66 responsive RFP proposals, the following table provides the top 10 respondents, the four (4) that were identified to advance to a second round of vendor interviews, and the final two (2) vendors that were recommended for award.



Vendor	Location	Rank	Responsiveness	Final Rank
Morris & Willner Partners Inc	Santa Ana, CA	Selected to 2 nd Round and interviewed	Responsive	Awarded
Eight Eleven Group LLC dba Brooksource	Indianapolis, IN	Selected to 2 nd Round and interviewed	Responsive	Awarded
22 nd Century Technologies	Pasadena, CA	2 nd Round and interviewed	Responsive	
LanceSoft Inc.	Herndon, VA	2 nd Round and interviewed	Responsive	
California Creative Solutions	Poway, CA	Did not advance to interview	Responsive	
Infojini, Inc.	Columbia, MD	Did not advance to interview	Responsive	
Instant Serve LLC	Wayne, PA	Did not advance to interview	Responsive	
Midtown Group	Washington, DC	Did not advance to interview	Responsive	
Serigor Inc.	Baltimore, MD	Did not advance to interview	Responsive	
Tryfacta Inc.	Bellevue, WA	Did not advance to interview	Responsive	

Contract Estimate: \$6,600,000

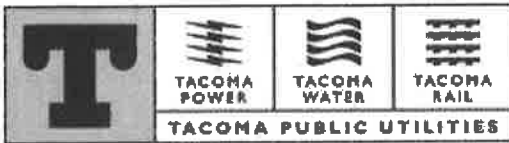
CONTRACT HISTORY: New Contract

SUSTAINABILITY: Both firms recommended for award were awarded five points for sustainability factors included as a key element of the initial round of scoring.

EIC/LEAP COMPLIANCE: There were five points in the scoring criteria section for firms that are registered with the Washington State Office of Minority & Women’s Business Enterprise, but neither selected firm met this scoring criteria.

FISCAL IMPACT:

Contracted resources are expected to provide services across many projects within the 21/22 and 23/24 TPU portfolio of technology related capital projects. The contracted amount of \$6,600,000 is expected to be utilized over initial five year term of the contract on an as-needed basis.



EXPENDITURES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 Power	Various	Various	\$6,600,000
TOTAL			Up to \$6,600,000

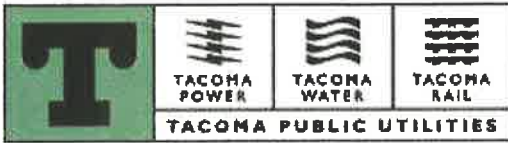
REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 Power	Various	Various	\$6,600,000
TOTAL			Up to \$6,600,000

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$727,070

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes, expenditures for staff augmentation are typically estimated and budgeted within project budgets (capital) and cost center budgets (O&M).

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



RESOLUTION NO.: U-11321
ITEM NO.: 2
MEETING DATE: MAY 25, 2022

TO: Board of Contracts and Awards
FROM: Tenzin Gyaltzen, Power Section Manager, Power Utility Technology Services
Andre Pedefferri, Power Section Assistant Manager, Power Utility Technology Services
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP Coordinator, and Tad Carlson, Finance/Purchasing
SUBJECT: Customer Engagement Portal Phase III
Request for Proposal Specification No. PI20-0019F, Contract No. CW2249484 – May 25, 2022
DATE: May 4, 2022

RECOMMENDATION SUMMARY:

Tacoma Power, Utility Technology Services recommends a contract be awarded to i3-Milestone, LLC of Nashville, TN, in the amount of \$1,256,705, plus applicable taxes, budgeted from the 4700 Power and 4600 Water funds, for an initial contract term of two years with the option to renew for one additional year, for a projected contract amount of \$1,256,705, plus applicable taxes, for Phase III ePortal implementation under an Agile implementation framework plus new features and integrations.

BACKGROUND:

The Tacoma Public Utilities (TPU) Customer Engagement Portal (CEP) will provide a transformative change in the way that TPU will engage with its customers and is a key component of the benefits realized from the deployment of advanced meters (AM). The CEP workstream will move TPU from the existing MyAccount portal to a mainstream, hosted, managed services platform (ePortal) from i3-Milestone, LLC and includes the configuration, integration and testing of ePortal to meet TPU business requirements and achieve key benefits as part of the overall program.

The initial implementation contract was awarded and executed on November 20, 2020. The contract was approved under resolution U-11217 on November 18, 2020. Phases I and II were completed for a total cost of \$2,122,881. Due to the escalating costs from schedule delays and the need to deliver incremental customer benefits, the project was halted under the C1960 contract and re-written under an agile framework for phase III and beyond to eliminate uncontrolled schedule delays and the costs associated with those delays. The delays occurred due to resource constraints attributed to the pandemic.

ISSUE: Phase I and II of the ePortal implementation was completed by utilizing a traditional “waterfall” project management methodology in which work is performed in sequential phases, where each phase depends on the deliverables of the previous one. To better control costs and closely manage the project phases and new feature implementation, the project is being moved to an Agile contract framework.

ALTERNATIVES: TPU could continue under the existing waterfall contract structure, but the costs were showing challenging to control and did not allow for flexible scope and schedule changes without incurring additional unproductive costs.



COMPETITIVE SOLICITATION:

Request for Proposals Specification No. PI20-0019F was opened April 7, 2020. Fourteen (14) companies were invited to bid in addition to normal advertising of the project. Six (6) responsive submittals were received. Out of the six (6) initial submittals, four (4) were selected for shortlist evaluation.

i3-Milestone, LLC submitted a bid that resulted in the lowest evaluated submittal. The table below reflects the amount of the base award.

<u>Respondent</u>	<u>Location</u> <i>(city and state)</i>	<u>Score</u>
i3-Milestone, LLC	Plantation, FL	82.41
HCL Ameica, Inc.	Sunnyvale, CA	73.27
Smart Energy Water	Irvine, CA	70.13
VertexOne	Richardson, TX	56.24

Pre-bid Estimate: \$5,270,000 (5-year term)
The recommended award is six percent below the pre-bid estimate.

CONTRACT HISTORY: New Contract

SUSTAINABILITY: Not Applicable

EIC/LEAP COMPLIANCE: Five percent of the scoring criteria was reserved for Equity in Contracting considerations.

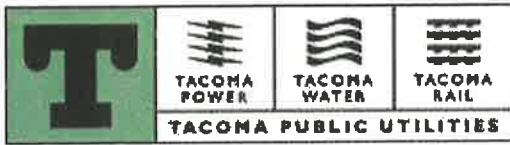
FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 – Power Fund	PWR-01038	Various	\$917,394.65
4600 – Water Fund	WTR-00631-01	Various	\$339,310.35
TOTAL			Up to \$1,256,705

REVENUES:

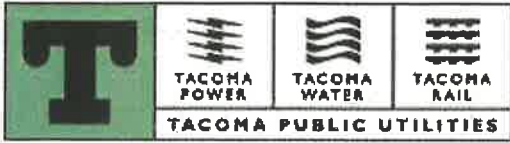
FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			Up to \$0



FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 744,480

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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



RESOLUTION NO.: U-11321
ITEM NO.: 3
MEETING DATE: MAY 25, 2022

TO: Board of Contracts and Awards
FROM: Dale King, Deputy Director, Tacoma Rail
Kari Halliday, Operations Manager, Mechanical, Tacoma Rail
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP
Coordinator, and Tisha Rico, Finance/Purchasing
SUBJECT: Award Running Repair Agent for Freight Car Inspections, Repairs and Terminal
Air Tests
Request for Proposal No. TR22-0109F– May 25, 2022
DATE: May 11, 2022

RECOMMENDATION SUMMARY:

Tacoma Rail recommends a contract be awarded to Cathcart Rail, LLC dba Cathcart Field Services, LLC, Columbus, Ohio, in the amount of \$1,300,000, plus applicable taxes, budgeted from the Tacoma Rail 4500 fund, for an initial contract term of three years with the option to renew for an additional two, one year extensions, for a projected contract amount of \$1,300,000, plus applicable taxes, for federally mandated, daily services of freight car inspections, freight car repairs and terminal and initial intermodal air test procedures.

BACKGROUND:

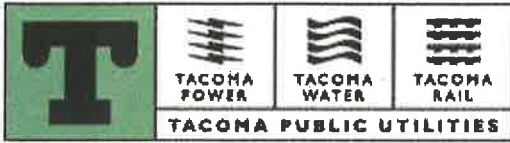
On a daily basis, railcars are interchanged by the Union Pacific and the BNSF to Tacoma Rail. Once the railcars are in the rail yard, under the American Association of Railroads (AAR) interchange rules, railcars must be inspected for federal defects. If any cars are found to have defects, they must be repaired by an AAR repair agent prior to an interchange back to the Class I railroads. Railcar repair charges are billed to the railcar owners through an AAR approved repair agent. Outbound trains also have federal mandates. The railcars must be again inspected and the air brakes tested to ensure that all of the railcar safety appliances and air brakes are effective and operative prior to departure. A registered AAR Running Repair Agent is certified to handle the above federally mandated repairs, inspections and billing.

ISSUE: Tacoma Rail is required by federal law to ensure that all rail cars are free of any defects. The defect repairs are regulated under the Federal Railroad Administration (FRA). In addition to these requirements, each railroad is responsible for performing terminal departure tests on all non-intermodal freight rail cars and initial intermodal terminal air tests.

ALTERNATIVES: This work is regulatory for Tacoma Rail in order to remain in compliance with federal law. If Tacoma Rail were to cease this work, it would result in trains being unable to lawfully leave the Port of Tacoma.

COMPETITIVE SOLICITATION:

Request for Proposal Specification No. TR22-0109F was opened Tuesday, April 26, 2022. Four companies were invited to bid in addition to normal advertising of the project. Two submittals were received. Submittals were evaluated and scored by a Selection Advisory Committee (SAC) and below are the resulting scores of the submittals.



Cathcart Rail, LLC dba Cathcart Field Services, LLC, submitted a bid that resulted in the highest ranking evaluated submittal.

<u>Respondent (RFP)</u>	<u>Location</u> <i>(city and state)</i>	<u>Score</u>
Cathcart Rail, LLC dba Cathcart Field Services, LLC	Columbus, Ohio	94
Harbor Rail Services Company	Pasadena, California	87.5

Pre-bid Estimate: \$1,500,000

The recommended award is 13.34 percent below the pre-bid estimate.

CONTRACT HISTORY: New Contract

SUSTAINABILITY: Sustainability factors were included in the overall scoring criteria.

EIC/LEAP COMPLIANCE: Not applicable.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Tacoma Rail Fund 4500	592101	5320100	\$1,300,000
TOTAL			Up to \$1,300,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			Up to \$0

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$1,300,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. Not Applicable