



**City of Grand Island, Nebraska
Public Works Department**

Request for Proposals

Enterprise Asset Management System

February 17, 2014

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

Table of Contents

Advertisement for Proposals

General Information

Scope of Services

- I. Introduction
- II. Proposal Content
- III. Dates and Milestones
- IV. EAMS Expectations
- V. Technical Requirements
- VI. Implementation and Training Expectations
- VII. Vendor and Product Information Requirements
- VIII. Consultant Selection Process
- IX. Proposal Evaluation
- X. Interview and Demonstration Evaluation
- XI. Additional Information for Vendors

Appendix A - Cost Proposal Worksheet

Appendix B - Proposal Signature Page

Appendix C - Public Works Department Overview

ADVERTISEMENT FOR PROPOSALS

**City of Grand Island, Nebraska
Public Works Department**

**Request for Proposals
Enterprise Asset Management System
Project No. CS 101-2014**

Sealed proposals will be received at the office of the City Clerk, 100 E. First Street, P.O. Box 1968, Grand Island, Nebraska 68802, until Wednesday, March 19, 2014 at 4:00 P.M. (local time) for furnishing software and professional consulting services related to the acquisition and implementation of an Enterprise Asset Management System for the Public Works Department.

Copies of the RFP document(s) may be obtained from the office of the City Engineer, Second Floor, City Hall, 100 East First Street, Grand Island, Nebraska. (308) 385-5444, Ext. 260, or from the City's website, www.grand-island.com under the "Business -> Bids and Request for Proposals" section.

Proposals received after the specified time will be returned unopened to sender. No verbal Proposal will be considered. Proposals must be based on the City's Request for Proposals. All Proposals must be signed and dated to be accepted.

No bidder may withdraw their bid for a period of ninety (90) days after the proposal deadline.

Questions may be submitted, via email only, to David Riddle, GIS Coordinator – Public Works Department, at driddle@grand-island.com up to 5:00 P.M. on Monday, March 10, 2014. Prospective bidders should email Mr. Riddle to request the receipt of the answers to all vendor questions which will be distributed as an addendum to the Requests for Proposals. The addendum will be emailed to each prospective bidder and posted on the City's website on Tuesday, March 11, 2014. Prospective bidders will be expected to acknowledge receipt of addendum and include the signed addendum in the RFP response.

As this project is anticipated to be a phased implementation bridging two or more fiscal years (Fiscal Year runs October 1 to September 31), the City does not have a fixed budget for the enterprise asset management system and wishes bidders to submit a detailed, proposed solution and associated costs that best benefit the City's needs.

The City will not pay any costs incurred by the firm in preparing or submitting the Proposal. The City reserves the right to modify or cancel, in part or in its entirety, this public announcement. The City reserves the right to reject any or all Proposals, to waive irregularities therein and to accept whichever proposal that may be in the best interest of the City, at its sole discretion.

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

GENERAL INFORMATION

Instructions

Sealed proposals will be received at the office of the City Clerk, 100 E. First Street, P.O. Box 1968, Grand Island, Nebraska 68802, until Wednesday, March 19, 2014 at 4:00 P.M. (local time) for furnishing software and professional consulting services related to the acquisition and implementation of an Enterprise Asset Management System for the Public Works Department.

Each Proposal must be typewritten and bound to create a single document containing all required material and must submit the original + six (6) additional copies and one (1) electronic version, in a sealed envelope, addressed to The following:

Mailing Address:
RaNae Edwards, City Clerk
City Hall
P.O. Box 1968
Grand Island, NE 68802-1968

Street Address:
RaNae Edwards, City Clerk
City Hall
100 E. First Street
Grand Island, NE 68801

Each sealed envelope containing a Proposal must be plainly marked on the outside as **PROPOSAL for ENTERPRISE ASSET MANAGEMENT SYSTEM (EAMS)** and the envelope should bear on the outside the name and address of the submitting firm (VENDOR). If forwarded by mail, the sealed envelope containing the Proposal must be enclosed in another envelope addressed to the OWNER. The Proposal must be received by or delivered no later than Wednesday, March 19, 2014 at 4:00 P.M. (local time).

All Proposals must be signed and dated to be accepted.

The City of Grand Island (OWNER) reserves the right to waive all informalities and minor defects and/or reject any and all Proposals in whole or in part with or without cause and/or to accept the Proposal that, in its judgment, will be in the best interest of the OWNER irrespective of cost. Any Proposal may be withdrawn prior to the above scheduled time of the opening of Proposals or authorized postponement thereof. Any Proposal received after the time and date specified shall not be considered. No VENDOR may withdraw a Proposal within ninety (90) days after the actual date of the opening thereof. Should there be reason why the CONTRACT cannot be awarded within the specified time period, the negotiation time may be extended by mutual agreement between the OWNER and the VENDOR.

The OWNER reserves the right to take a period of up to thirty (30) working days to discuss and evaluate all interview/presentations before a decision is made and/or recommended to City Council and announced.

The CONTRACT DOCUMENTS contain the provisions required for the execution of the PROJECT. Information obtained from an officer, agent, or employee of the OWNER or any other person shall not affect the risks or obligations assumed by the VENDOR or relieve them

from fulfilling any of the conditions of the CONTRACT.

The Proposal shall be in accordance with the following and with the attached Detailed Specifications.

Proposals will be evaluated based on the criteria specified in the Scope of Work, Section IX. Proposal Evaluation and Section X. Interview and Demonstration Evaluation.

Questions may be submitted, via email only, to David Riddle, GIS Coordinator – Public Works Department, at driddle@grand-island.com up to 5:00 P.M. on Monday, March 10, 2014. Prospective bidders should email Mr. Riddle to request the receipt of the answers to all vendor questions which will be distributed as an addendum to the Requests for Proposals. The addendum will be emailed to each prospective bidder and posted on the City's website no later than Tuesday, March 11, 2014. Prospective bidders will be expected to acknowledge receipt of addendum and include the signed addendum in the RFP response.

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ENTERPRISE ASSET MANAGEMENT SYSTEM

SCOPE OF SERVICES

I. Introduction

Grand Island, Nebraska, covering an area approximately 28.55 square miles, is the fourth largest city in Nebraska, with an estimated population of 50,000. Incorporated in 1872, Grand Island has a rich history reflected today in the stability of the community and the outstanding quality of life for its residents.

Grand Island has a Mayor-Council form of government. The City Council, as the governing body, adopts ordinances and determines policy which directs City government. A ten member City Council is composed of two representatives from each of the five voting wards.

The City Administrator serves as the chief administrative officer for the City and is charged with the day-to-day responsibilities of supervision, coordination, and administration of the City Departmental activities. City Departments include; Building, City Clerk, Emergency Management, Finance & Technology, Fire, Human Resources, Legal, Library, Parks & Recreation, Planning, Police, Public Information, Public Works, and Utilities.

The City of Grand Island Public Works Department currently is composed of a staff of approximately eighty-nine (89) employees. This includes administrative, professional, technical, and support positions for Engineering, Fleet Services, Streets and Drainage, Solid Waste, and Wastewater & Sewer Collection.

As the initial EAMS implementation will focus on the needs of the Public Works Department, a more detailed departmental overview is included in Appendix C. It is the City's assumption that the total number of users of the EAMS will ultimately depend upon the Vendor selected by the City and the Vendor's licensing scheme. However, it is anticipated that a minimum of forty (40) routine users will use the EAMS.

It is necessary for Vendors to read the information contained in this RFP to understand how to submit the Proposal, what documents must accompany the Proposal, and what legal obligations the Vendor is submitting to by providing a successful Proposal. Failure to carefully read and understand this RFP may either cause the Vendor's Proposal to be out of compliance and not be accepted by the OWNER or cause the Vendor to be legally obligated to more than the Vendor realizes. Information obtained by the Vendor from any officer, agent, or employee of the OWNER shall not affect the risks or obligations assumed by the Vendor or relieve the Vendor from fulfilling any of the RFP conditions or any subsequent contract conditions.

The requirements desired by the OWNER are described below. Vendor must specifically and individually identify exceptions to these requirements. It is expected that vendors may not be able to specifically meet every listed requirement. This RFP and selection process allows for selection of the delivered EAMS which best meets the needs of the OWNER. It is further required that the Vendor answers all the questions included in this RFP. It must be fully understood that OWNER considers this document and the Vendor response to all the requirements in the RFP to be the legally binding agreement of the capabilities of the proposed

Product(s) and Service(s).

To assure that misrepresentation of the Vendor's Product(s) does not occur, Vendor must seek clarification of any requirement that they do not understand from OWNER. Misunderstandings resulting in an improper response to any part of this document may be reason to deem the Vendors Proposal as non-responsive.

Only the format and documents included with this RFP will be accepted as compliant for the submitted Vendor Proposal.

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

II. Proposal Contents

A letter style proposal is expected. The proposal document shall be in an eight and one-half (8.5) inch by eleven (11) inch format (or eleven (11) inch by seventeen (17) inch maximum, folded to fit those dimensions) and bound in a single book. The method of binding is optional. Responses must be in the same order as shown below.

- A. Cover Letter - The cover letter may be utilized to summarize or highlight major points presented in the proposal. It should also call attention to any clarifications in assignment of team members and their roles and responsibilities.
- B. Executive Summary - The executive summary should contain a capsulated overview of the Proposal. This section will be no more than four pages.
- C. Project Overview and Approach - Provide a narrative describing the project based on your understanding of the RFP Scope of Work. Provide a detailed approach to the project based on your project overview narrative. Include in the approach project tasks and expected duration. This section will be no more than eight pages.
- D. System Requirements - Respond to the information and requirements in Section IV – EAMS Expectations.
- E. Technical Requirements - Respond to the information and requirements in Section V - Technical Requirements.
- F. Implementation Requirements - Provide responses to implementation subjects identified in Section VI – Implementation and Training Expectations.
- G. Vendor and Product Information - Provide information requested in Section VII - Vendor and Product Information Requirements.
- H. Client References - Each VENDOR must provide a list of customers that have implemented the proposed EAMS Product(s) during the past three years. Highlight any references that are within 250 miles of the OWNER. Please provide the following information for each Client Reference:
 - 1. Client Name
 - 2. Mailing Address
 - 3. Contact Name
 - 4. Contact Telephone Number and Email Address
 - 5. Products Purchased
 - 6. Date Purchased
 - 7. Present Version #
 - 8. Services provided to Client (implementation, data conversion, training, etc.)
- I. Cost Proposal - Complete Appendix A - Project Cost Sheet. Include any additional

pertinent costing information such as per hour or per user/unit charges.

- J. Supplemental Information - Include any other supplemental information in this section which is considered of value to the EAMS Review Committee and the OWNER in evaluating the proposal.
- K. Disclosure - The proposal will disclose any professional or personal financial interest which could be a possible conflict of interest in contracting with the OWNER.

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

III. Specific Dates and Milestones

Please note the following project specific dates and milestones when preparing the proposal:

Activity	Date
Advertisement of RFP	February 17, 2014
Deadline for Written Questions Regarding RFP	March 10, 2014
Answers to Questions Transmit Date	March 11, 2014
Vendor Proposal Submittal Date	March 19, 2014
Proposal Evaluations – “Shortlist” Announcement	April 11, 2014
Vendor Interviews and Demonstrations	April 28 – May 2, 2014
Contract Awarded	May 27, 2014
Project Start Date	June 2, 2014
Project Completion Date	Based on Vendor Negotiations

*Note: The OWNER reserves the right to change the dates as needed.

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

IV. EAMS Expectations

This Section contains the system requirements outlining the needs of the OWNER. The Vendor must include and name all necessary software required to fulfill the Vendor responses in the System Requirement section of this RFP. All software needed to fulfill these requirements must be listed and priced on the Project Cost Sheet.

General

- Intuitive User Interface - easy for average/occasional user to utilize
- Interface with other City enterprise applications.

Work Orders

- Flexible work order creation from screen or mapped location; GIS not required to create a work order
- Software support for repetitive and ad hoc tasks
- Include costs for labor, material, parts, equipment, vehicles, tools and outside resources
- Include asset ID on work order to create history of work orders
- Route work orders to appropriate personnel
- Schedule work to be done on a calendar that allows the user to change the day, time or crew by activating the work order from the calendar view.
- Link several assets to a single work order.

Service Requests/Customer Service

- Create a service request for internal and external work requests
- Generate work order from service request and route appropriately
- Link work order to service request to provide lifecycle history of problem
- Send automated response to service requestor once work has been completed
- Efficient method of managing incoming citizen service requests and work orders including mobile service requests

Asset Support

- Support for the various Public Works Department asset types indicated in Appendix C
- Import assets from existing GIS formats – ESRI shapefiles or geodatabases, spreadsheet, MS Access
- Ensure that each asset has a unique ID and/or the ability to maintain current Asset ID
- Ensure that Asset ID's may be edited and that all changes are propagated throughout the database
- Provide method to add new assets using a fast, efficient data entry process
- Provide ability to add new fields to existing records and globally populate attributes
- Include ability to query/sort assets on many attributes
- Include ability to create a GIS map of selected assets from within EAMS
- Include ability to select work orders and inspection records from GIS selection set
- Attach images and documents to an asset record

Asset Inspections

- Store inspection record and images for multiple asset inspections
- Apply a condition assessment rating to an inspection found defect
- Include ability to query/sort assets based on condition ratings
- Create a condition rating report

Versioning

- Database versioning capabilities

Metadata and Search

- Metadata support
- Ability to edit and search metadata
- Metadata support for both single and group assets

Preventative Maintenance (PM)

- Set triggers for preventative maintenance by various criteria such as by date, hours, readings, or miles.
- Include appropriate labor, materials, parts, and other requirement work components.
- Set various preventative maintenance start date types (e.g. days, weeks, months, etc.)

Inventory/Parts

- Designate any area or vehicle as a store room or warehouse
- Include vendor and manufacturer information with a part
- Lower stock on hand figure based on use through a work order
- Allow parts to be transferred between storage areas
- Store manufacturer and vendor history
- Assign bin location in a warehouse
- Inform user when minimum parts level is reached

Reports

- Open standards reporting tool
- Allow users to create ad hoc reports
- Store ad hoc report queries and changes as required
- Review all reports before they are printed
- Include pre-defined general system reports that can be customized by the user
- Include pre-defined Federal and State reports that can be customized by the user
- Send reports to printer, file, or email
- Provide compatible file formats for exporting reports, (e.g. .doc, .docx, .xls, .xlsx, .pdf)

Workflow Management

- Store and use business process workflows
- Support rules-based workflow routing
- Create document packages such as work orders, maps, special instructions, safety instructions and other for routing and approval

Capital Improvements / Engineering

- Work Orders for new construction
- Construction Project Management
- Construction Observation and Inspection logging

Document Support

- As-built Records / Construction drawings (scanned .pdf)
- Pavement condition videos
- Wastewater and storm water asset condition videos
- Other images (.jpg, .tif, and other) and reports (.doc, .docx, and .pdf)
- Inspection documents and images
- Past Construction Observation / Inspection records and images

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

V. Technical Requirements

The Technical Requirements specification describes the minimum necessary computing hardware, communications, and user configuration that the OWNER expects from the new system.

The OWNER currently operates with the following:

- Private Point-to-point fiber connection between City Hall, Waste Water Treatment Plant, and Streets and Drainage Divisions
- Backup wireless (microwave) connection to the Waste Water Treatment Plant
- Wireless (microwave) connection to the Solid Waste Transfer Station and Landfill
- ArcGIS 10.1 for Desktop and ArcGIS 10.1 for Server
- Microsoft Office 2010
- Beehive for GIS editing and HomeBase for a web based GIS viewer

The following section contains the technical requirements outlining the needs of the OWNER. It is expected that a Vendor will meet all requirements defined in this RFP, or identify exceptions to the requirements. It is expected that vendors may not be able to specifically meet every listed requirement. This RFP and selection process allows for selection of the delivered EAMS which best meets the needs of the OWNER.

Application Framework

- Web based (SaaS) application/database architecture and deployment
- Ability for customization
- Specific but integrated modules for separate business needs
- Compatible with ESRI ArcGIS Desktop 10.1 (and subsequent versions) and ArcGIS Server 10.1 (and subsequent versions)
- Two-way ESRI GIS integration with EAMS

Hardware Platform(s)

- Designed to work with Microsoft Server 2008 R2 and Microsoft Server 2012
- Compatible with workstations running Windows 7, 32-bit and 64-bit

Database

- Microsoft SQL Server (required)

Mobile Field Computing

- Ability to provide mobile field computing (Android (required), Apple (preferred) and Microsoft (optional))
- Anywhere/Anytime mobile access
- Authenticated login, permission based
- Connectivity with tablet computers – Android (required), Apple (preferred) and Microsoft (optional)

Data Transfer / Migration

- Ability to transfer existing databases and spreadsheets using migration tool(s)
- Migration of existing data in various databases and spreadsheets
- Interface and/or replace a variety of existing information systems including but not limited to: Adobe, Allmax, ArcGIS for Desktop, ArcGIS for Server, Asset Enterprise, AutoCAD, Beehive, BioWin, Cartegraph, CFA Fleet Maintenance, CIS infinity, Cues, EPA Storm Water Maintenance Management (SWMM), HomeBase, Infrastructure Management System, Transport Suit, Turn Count Traffic, Tyler Technology Munis Financial, Microsoft Suites, Phoenix A.F.C. Administrator, Pontis, Rockwell Automation, Trimble, and WasteWORKS.

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

VI. Implementations and Training

PROJECT MANAGEMENT

The Vendor must identify a project manager and other key individuals in the Vendor's organization who will be interfacing with the OWNER project team during this project. Include resumes (limit two (2) pages per resume) of all identified key project personnel with this Proposal. When reviewing the resumes, OWNER will determine if the proposed vendor personnel has, in the OWNER's opinion, the relevant subject industry experience to manage and complete the project and will have the option to request key personnel changes.

If, prior to the start or during the project, the Vendor personnel, included in the Vendor proposal, are no longer available to the project, any changes will require prior approval by the Public Works Director.

The Vendor must include a list of any sub-contractor(s) that are to be used on this project. Indicate the type of work to be completed by each sub-contractor and the percentage of the total project work to be completed by each sub-contractor. The same level of detail and approval by the Public Works Director will be required of sub-contractor personnel as required of Vendor staff as noted above.

PROJECT IMPLEMENTATION SCHEDULE

Provide a project implementation schedule including milestones, meetings, tasks (at a minimum to include; software installation, training, testing), responsibility, and duration in person days. Provide a narrative of each task as it relates to the project. Be sure to include tasks the Vendor expects the OWNER to perform and an estimate of the needed by OWNER staff. A final project implementation plan will be mutually agreed between the successful Vendor and the OWNER when a Vendor is selected

PRODUCT DELIVERY AND INSTALLATION

The Vendor will assume responsibility for installation of all software Product(s) that the Vendor includes as part of their proposed solution. The Vendor will meet with a representative of the OWNER group prior to installation of the software products to ensure that the site meets the Vendor's written minimum site requirements included in the Vendors proposal. The Vendor is responsible for all costs associated with shipment or transfer of the Vendor's Product(s). The Vendor must ensure that all Product(s) are properly packaged for shipment. The Vendor shall include all cost associated with the installation of the Vendors Product(s) on the Project Cost Sheet in Appendix A.

ACCEPTANCE TESTING

The Vendor will certify in writing to the OWNER when the software is installed and ready for testing. Unless the OWNER sends the Vendor written notification within 90 days of installation of the software Product(s) that the Product(s) do not operate in accordance with the functionality

documented in the Vendor's Proposal in response to the RFP and demonstrated at the Product(s) presentation by the Vendor, the Product(s) shall be deemed to be accepted by OWNER. If the OWNER determines that the Product(s) do not perform in accordance with the criteria as set, the OWNER will notify the vendor in writing of the specific discrepancies. If these discrepancies are not resolved in 45 days to the OWNER's satisfaction, the OWNER has the option of terminating the Contract, returning the Product(s), and receiving a total refund for all monies spent with the Vendor.

DATA CONVERSION

The vendor will NOT be responsible for conversion of the OWNER's existing information system application data into the EAMS. However, vendors are welcome to provide an optional data conversion scope and cost estimate.

The OWNER does require the proposed Vendor solution to include all necessary tools to convert and import existing asset information from existing information system applications, as needed.

TRAINING

Training is a very important element in the system implementation and long-term success of the system. To ensure the OWNER that the Vendor understands the importance of user training, the Vendor must provide a training plan for all the Product(s) proposed. The plan must include user group levels, course duration, description of course, and any course prerequisites.

Training will be done in the OWNER training facility with a maximum of 8 people attending each training session. Vendor will provide two rounds of training - one initially and one refresher training 6 to 12 months after completion of initial training, as scheduled by the OWNER. Personnel will be split into major work units. Each major group will then be split into office and field personnel. The designated OWNER administrators will be trained in all administration functions required to operate the EAMS products. Training will be performed as each module comes on line and the Vendor will provide direct user training, not train-the-trainer courses.

Levels of training required will include:

- Casual User: Staff who will have the ability to check the status of a work request.
- Routine User: Staff who will have the ability to complete a work order after the crew has completed their work.
- Heavy User: Staff, who will create work orders, schedule work orders, create PMs, maintain the parts, create reports and generally will have the ability to use the whole system based on their security clearance.
- Ad Hoc Report Creator: Staff with the ability to create Ad Hoc reports for other user of the system or themselves.
- Management: Staff with the ability to view the system components directly affecting their department.
- System Administrator: Staff will have full system access and be responsible for the daily operation of the EAMS. They will have special tasks such as setting the staff security levels and in some cases entering new information into the user defined drop down windows.

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

VII. Vendor and Product Information

The Vendor may provide additional information other than the following, which is required, if they believe it will help the OWNER understand their firm in greater detail.

The VENDOR must provide the following minimum VENDOR information:

- Home office address, local office address, contact name and contact number.
- Legal status of Vendor; Individual, Partnership, Corporation, Other. Please describe any change in legal status over the past three years and the reason for the change.
- Vendor must provide; firm start date and length of time in business as a computerized maintenance management solution provider.
- Vendor must provide; # of employees, locations, and how the employee community is distributed by number of people in the following areas; sales/marketing, development, company management, project management, permanent programmers, contract programmers, training/documentation and administration.
- What is your company's commitment to research and development? How do you plan to sustain this commitment?
- Please provide a Dunn and Bradstreet Company report.
- How can your company convince us that you will be in business in five years? What is your company's direction for the next 2 years?

The VENDOR must provide the following minimum PRODUCT information:

- Product(s) being proposed including name and version history.
- Length of time Product(s) have been available for purchase.
- List all the modules included in your EAMS product either as part of the EAMS product or as an external product available from your firm.
- Define licensing conditions specific to the price stated in the Project Cost Sheet as well as alternative options for licensing (e.g. individual users, site license, etc.) and associated cost differential.
- Number of active sites.
- System Source Language.
- Please explain your software escrow process include; name of your escrow company,

how Product(s) are distribute if your firm stops doing business, how often are Product(s) updated to escrow account and what reports are available to substantiate the validity of the escrow account.

The VENDOR must provide the following minimum product support information:

- Describe telephone support offered by your company. Include days and hours of service, availability of toll-free number, response time and problem escalation procedure.
- Do you provide online support? Include days and hours of service, software and hardware requirements.
- Support for information services offered by your company; including onsite support, Internet support, web information page, user groups, and newsletters.

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

VIII. **Consultant Selection Process**

COMMUNICATIONS

Questions may be submitted, via email only, to David Riddle, GIS Coordinator – Public Works Department, at driddle@grand-island.com up to 5:00 P.M. on Monday, March 10, 2014. Prospective bidders should email Mr. Riddle to request the receipt of the answers to all vendor questions which will be distributed as an addendum to the Requests for Proposals. The addendum will be emailed to each prospective bidder and posted on the City's website on Tuesday, March 11, 2014. Prospective bidders will be expected to acknowledge receipt of addendum and include the signed addendum in the RFP response.

RESPONSES

All responses to inquiries will be by addendum delivered by facsimile and/or electronic mail to all Vendors simultaneously, followed by a copy listed on the cities Website. Anonymity of the source of specific questions will be maintained in the written response and information will be communicated such as not to divulge any Vendor's approach to the project. Any other information, which in the sole judgment of the OWNER may be of value to all Vendors, will be communicated in writing to all Vendors.

Each proposal shall designate a single contact person with facsimile number, phone number, address, email address, and mailing address to whom all written communication shall be directed.

RECEIPT OF PROPOSALS

The proposal and the required submittals will be received at the office of OWNER by mail, courier, or in person until the time deadline listed on the title page of this document. Postmarks will not be accepted. Proposals received after the deadline will not be considered and will be returned unopened to sender.

MODIFICATION AND VALIDITY OF PROPOSAL

Any proposal received prior to the deadline for receipt of proposals may be modified or withdrawn by written request of the VENDOR to the OWNER, Attention: City Clerk, up to the official time when all proposals are due. All proposals shall be held to be valid and available to the OWNER in all respects until one such proposal has been accepted by the OWNER and an Agreement fully executed, or until a proposal has been specifically rejected by the OWNER, whichever shall occur first.

EVALUATION OF PROPOSAL

Upon passage of the closing time for acceptance of Proposals, the OWNER will analyze each proposal to ascertain compliance with the RFP document, completeness of the Scope of Work, and response to other RFP items. The OWNER shall appoint an EAMS Review Committee (with voting members consisting of the Public Works Director, Assistant Public Works Director/Engineering, Street Superintendent, Solid Waste Superintendent, and Wastewater Treatment Plant Engineer, as well as non-voting technical staff serving in a support capacity), to evaluate the proposals, participate in the Vendor demonstration and interviews, and recommend a selection to the City Council based on the criteria detailed in the Scope of Work Section IX. Proposal Evaluation and Section X. Interview and Demonstration Evaluation.

REQUEST FOR CLARIFICATIONS

During the course of the evaluations of the proposals, questions may arise related to specific proposals. The OWNER may issue a request for clarifications to all proposal preparers. All Vendors will be expected to promptly answer these questions in writing. The responses shall be considered addenda to the Vendor's proposal and as much a part of the original as if included therein.

DEMONSTRATION AND INTERVIEW

The EAMS Review Committee will conduct demonstrations and interviews with selected finalists for the following purposes:

- To allow the EAMS Review Committee to appraise the Vendor's understanding of and sensitivity towards the OWNER's goals and tasks;
- To provide the Committee with a further opportunity to understand each Vendor's approach to the EAMS supply and services; and
- To experience first-hand skills, talents, and capabilities of the key individuals who will be working on the project.

The demonstrations and interviews for selected Vendors will occur on a schedule as yet to be determined. Each Vendor will have up to eight (8) hours including set-up, presentation, demonstrations, questions and answers, and summation, to interact with the EAMS Review Committee. Informality and dialogue between the proposal team and EAMS Review Committee members is encouraged.

EAMS REVIEW COMMITTEE EVALUATION AND RECOMMENDATION

After reviewing, analyzing, and discussing the proposals, technical evaluations, client references, and demonstration and interview presentations, the EAMS Review Committee will make a recommendation to the City Council for the selection of the preferred Vendor. The recommendation of the EAMS Review Committee shall not be binding on the OWNER. Once a preferred Vendor has been selected by the OWNER, and upon City Council approval of an agreement all other Vendors will be notified by the OWNER in writing.

Following the selection of the finalist, the OWNER will enter into negotiations with the selected Vendor for a detailed Scope of Work and Price to develop and implement the EAMS.

The OWNER shall have no obligation to compensate any team, firm, or individual for any costs or expenditures incurred relative to the preparation and submittal of a detailed proposal

document. Submission of a proposal will be entirely voluntary and made with the knowledge of this fact. All proposal documents shall become the property of the OWNER and will not be returned.

The OWNER reserves the right to accept or reject any or all proposal documents or portions thereof which, at the sole discretion of the OWNER, which is determined to serve the best interests of the OWNER.

The selected VENDOR will be expected to sign an agreement for professional services with the OWNER. The OWNER's standard professional services contract is available for inspection upon request.

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

IX. Proposal Evaluation

The following selection criteria will be utilized by the EAMS Review Committee to evaluate the proposals to recommend a Vendor to the City Council. The EAMS Review Committee will strive to objectively consider how well each Vendor meets the selection criteria.

PROPOSAL RESPONSE (30 POINTS)

The completeness and quality of responses to all EAMS Requirements will be evaluated and any proposed clarification or exclusion will be considered. Client reference information will be evaluated and references will be checked.

PRODUCT QUALITY (30 POINTS)

Based on material presented in the Proposal, the evaluation team will rate the product(s) proposed based on the following criteria:

- Described System functionality
- Apparent System ease of use
- OWNER Expected System functions not available
- Apparent interoperability with ESRI ArcGIS for Desktop and ArcGIS for Server

The OWNER reserves the right to determine if the product(s) and services offered by the Vendors are acceptable in meeting their requirements.

PAST PERFORMANCE (20 points)

The past performance of the vendor as reflected by previous clients with respect to such factors as quality of work, meeting deadlines, and controlling costs.

COST PROPOSAL (20 POINTS)

Proposals must include a completed Project Cost Sheet, see Appendix A, and must be compatible with the Vendor pricing information required to enter into a Contractual Arrangement. License requirements, definitions, and the associated costs will be evaluated under cost.

The Project Cost Sheet should include any additional pertinent costing information such as per hour or per user/unit charges.

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

X. Interview and Demonstration Evaluation

The following selection criteria will be utilized by the EAMS Review Committee to evaluate the interviews and demonstrations and to recommend a Vendor to City Council. The EAMS Review Committee will strive to objectively consider how well each Vendor meets the selection criteria.

DEMONSTRATION RESPONSE (30 POINTS)

- Vendor's preparedness and completeness of demonstration
- Vendor's responsiveness to questions and apparent willingness to work with OWNER

PRODUCT QUALITY (50 POINTS)

The selected Vendors will be asked to demonstrate the capabilities described in their Proposal. An evaluation team will score the product demonstration based on the following pre-defined criteria:

- Demonstrated System functionality with reference to the Vendor's proposal
- Demonstrated System ease of use
- Vendor's recommendation of additional EAM System Components to meet OWNER expectations
- Vendor's suggestions of additional hardware and/or software, both required and recommended improvements
- Vendor's ability to demonstrate minimum requirements based on the demonstration itinerary provided by the OWNER to each Vendor.

The objective is to evaluate how Product(s) meets the requirements of the OWNER and whether the Vendor answers in their proposal are substantiated by the demonstration.

Vendors selected to provide a Product(s) demonstration will be contacted and provided with a script of minimum Product(s) functions to be demonstrated so that all Vendors are required to meet the same objectives.

Each Vendor will be allowed time to show other Product(s) capabilities.

The OWNER reserves the right to determine if the product(s) and services offered by the Vendor are acceptable in meeting their requirements.

COST PROPOSAL (20 POINTS)

The interview will include questions regarding the completed Project Cost Sheet. License requirements, definitions, and the associated costs will be evaluated under cost. Vendor should be able to fully explain what is included in "Basic" costs, required items not included in "Basic", and recommended upgrades to OWNER's satisfaction.

CITY OF GRAND ISLAND, NEBRASKA
PUBLIC WORKS DEPARTMENT
REQUEST FOR PROPOSALS
ENTERPRISE ASSET MANAGEMENT SYSTEM

XI. Additional Information for Vendors

Contract Negotiations

The EAMS Review Committee will rank the proposals, with interview and demonstrations to follow. The City may elect to negotiate with the highest ranked proposer. If so, and a satisfactory agreement cannot be negotiated with the highest ranked proposer, then an attempt may be made to negotiate an agreement with the next highest ranked proposer.

Gratuities and Kickbacks

City Code states that it is unethical for any person to offer, give or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

Insurance Coverage

The proposer shall purchase and maintain at his expense as a minimum insurance coverage of such types and in such amounts as are specified herein to protect proposer and the interest of Owner and others from claims which may arise out of or result from proposer's operations under the Contract Documents, whether such operations be by proposer or by any Subcontractor or anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. Failure of proposer to maintain proper insurance coverage shall not relieve him of any contractual responsibility or obligation.

Worker's Compensation and Employer's Liability

1. "Worker's Compensation and Employer's Liability." This insurance shall protect the Contractor against all claims under applicable State worker's compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The Contractor shall also be protected against claims for injury, disease, or death of employees which, for any reason, may not fall within the provisions of a worker's compensation law. This policy shall include an "all states" endorsement. The liability limits shall be not less than the following:

Worker's Compensation	Statutory Limits
Employer's Liability	\$100,000 each accident
	\$100,000 each employee
	\$500,000 policy limit

2. "Business Automobile Liability." This insurance shall be written in comprehensive form and shall protect the Contractor, Contractor's employees, or subcontractors from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

Bodily Injury & Property Damage \$500,000 Combined Single Limit

3. "Comprehensive General Liability." The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

Bodily Injury & Property Damage \$500,000 each occurrence
\$1,000,000 aggregate

4. "Umbrella Liability Insurance." This insurance shall protect the Contractor against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

Bodily Injury & Property Damage \$1,000,000 each occurrence
\$1,000,000 general aggregate

5. Additional Requirements. The City may require insurance covering a Contractor or Subcontractor more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Contractor or Subcontractor.

Insurance as herein required shall be maintained in force until the City releases the Contractor of all obligations under the contract.

The Contractor shall provide and carry any additional insurance as may be required by special provisions of these specifications.

6. Certificate of Insurance. Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this contract. The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the Contractor cannot have the "endeavor to" language stricken, the Contractor may elect to provide a new certificate of insurance every thirty (30) days during the contract. The Contractor shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.

Fair Employment Practices

Each proposer agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.

LB 403 LB

Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Fiscal Years

The City of Grand Island, Nebraska operates on a fiscal year beginning October 1st and ending on the following September 30th. It is understood and agreed that any portion of this agreement which will be performed in a future fiscal year is contingent upon the City Council adopting budget statements and appropriations sufficient to fund such performance.

TITLE VI

The City of Grand Island, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notified all bidden that it will affirmatively insure that in any contact entered into pursuant to this advertisement, minority business enterprises will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin, sex, age and disability/handicap in consideration for an award.

Section 504/ADA Notice to the Public

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

Mary Lou Brown, City Administrator
308-385-5444, extension 140
100 East First Street, Grand Island, NE 68801
Monday through Friday; 8:00 a.m. to 5:00 p.m.

Proposal Terms and Conditions

The City will not pay any costs incurred by the company in preparing or submitting the proposal. The City reserves the right to modify or cancel, in part or in its entirety, this RFP. The City reserves the right to reject any or all proposals, to waive defects or informalities, and to offer to contract with any company in response to any RFP. This RFP does not constitute any form of offer to contract.

Any additional information can be obtained by contacting the City of Grand Island City Clerk.

Appendix A

Cost Proposal Worksheet

A. Enterprise Asset Management System Total Price \$ _____

- Basic System Price \$ _____
- Required Additional Components \$ _____
- Recommended "Extra" Components \$ _____

(Itemized below or additional page)

B. System Implementation Total Price \$ _____

- Basic Implementation \$ _____
- Required Upgrade(s) to our systems \$ _____
- Recommended Upgrades \$ _____

(Itemized below or additional page)

C. Initial Training Total Price \$ _____

Itemize hours of training included

TOTAL BASE PRICE (Sum of Items A, B, C) \$ _____

D. Refresher Training Price (per day) \$ _____

E. Annual Maintenance and Support Price (per year) \$ _____

Appendix B

Proposal Signature Page

We (I) propose to furnish the requested article(s) and/or services at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments included in this Proposal. We (I) have read the scope and all attachments and fully understand what is required.

Company Name:

Address:

Authorized Signature:

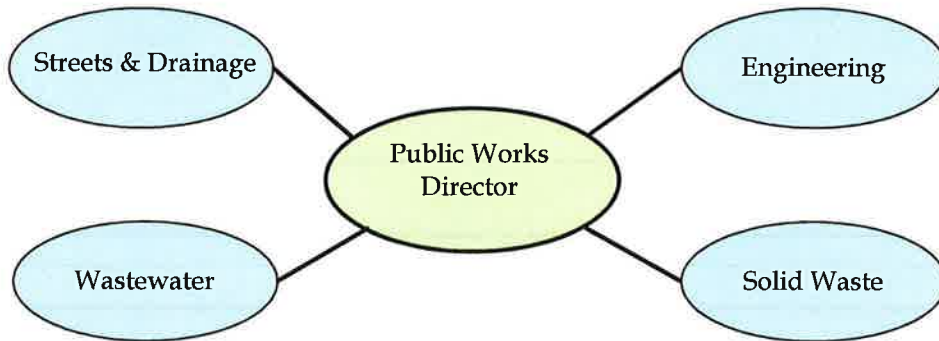
Printed Name:

Title:

Date:

Appendix C

PUBLIC WORKS DEPARTMENT OVERVIEW



Public Works Director

Core Function: The Public Works Department is comprised of four divisions with a total operating budget of \$8.8 million in enterprise funds and \$8.1 million toward general and internal service funds. The Director serves as the City Engineer providing technical and administrative support to the Mayor, City Council and City Administrator. The Director leads the Public Works Department as strategic planner; administrating policy formulation, contract approval, management of capital improvement program and construction related projects, redevelopment projects, budget administration, public relations, and management.

Making sound and informed decisions regarding infrastructure investment is particularly important for the Public Works Department given valid and competing priorities for limited resources. Establishing asset management system will provide key data and information on assets so that division staff can identify the most effective maintenance and capital project investment strategies. The Director's goal in the asset management system will allow community involvement in determining what an acceptable level of services is while informing decision makers and citizens of the impacts that deferring investments will have on the system.

Staff

Administrative Assistant, staff level (1); Subordinate Staff (1); Performs a variety of highly responsible, confidential and complex secretarial, administrative, and accounting duties for the department Director and division Managers; provide lead supervision and direct the work of other secretarial and clerical staff in support of department or office activities; and provide information and assistance to the public.

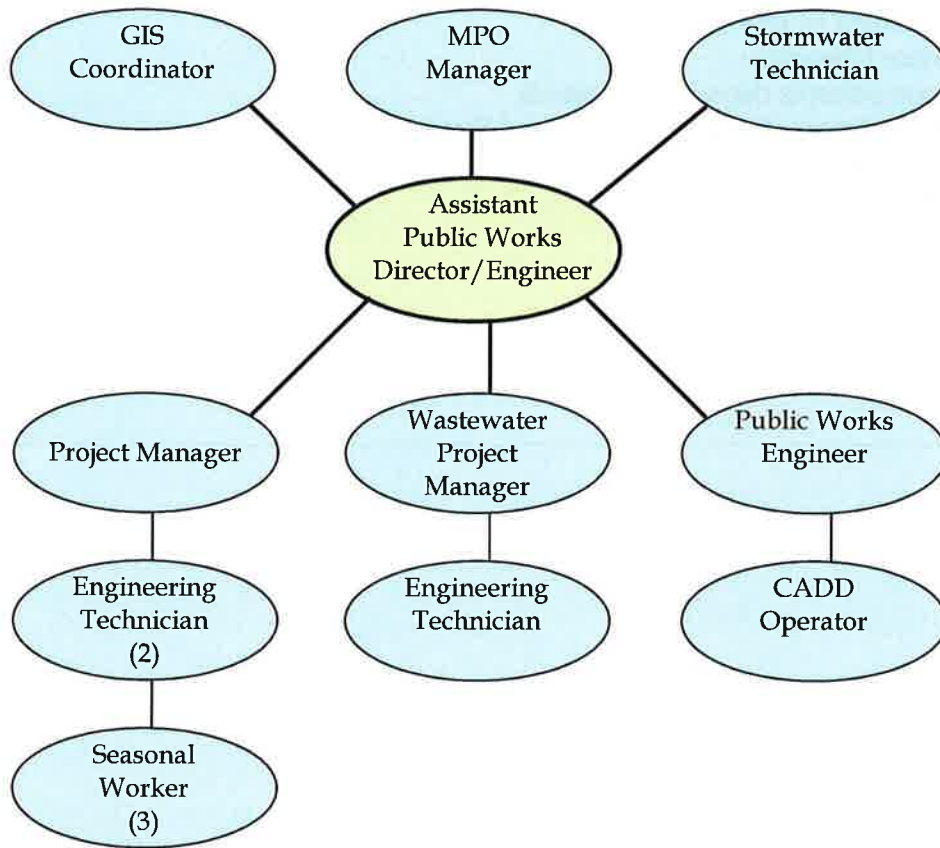
Software: Access Billing, Adobe, Beehive, HomeBase, CIS Infinity (Future Utility Package), Tyler Technology Munis Financial, Microsoft Office 2010

Goals in Asset Management:

- Organize Employee data base, accounting, vendor, purchase order

- Tracking regulatory, permits, inspections, and citizen's request
- Seamless access to billing, work orders, records, city council, and public documents
- Specific search engine, vendor, project, purchase item, records
- Expenses tracked by task assignment
- Mobile Device Interaction
- Structure compliments departmental needs
- Ease of Management, Responsiveness, and Support
- Predictive modeling
- Scheduled replacement
- Performance based budgeting

ENGINEERING DIVISION



The Engineering Division of Public Works provides oversight in management, and professional engineering for department services. A staff of ten (10) in the division is responsible for the administration, planning, construction management, and engineering of the City's sidewalks, streets, sewer, storm drainage, subdivision, geographic information, traffic, and transportation infrastructure. Staff operates with an annual General Fund budget of approximately \$1,100,000.

Assistant Public Works Director/Engineering

Core Function: Oversees staff, consultants, and contractors involved in the design and construction of streets, drainage, wastewater plant and collection, buildings, and various other municipal infrastructures. Conducts studies needed to develop plans for citywide drainage, traffic, safety and other initiatives. Serves as the principle assistant to the Public Works Director/City Engineer.

The Department uses "phased funding" for capital projects. Any projects that are underfunded are shown in the department as "shelf ready." When funding cannot be identified projects may be put on hold.

Software: Microsoft Office, HomeBase, ArcGIS for Desktop, Transport Suite

Goals in Asset Management:

- Tracking Capital Projects through design and construction.
- Internal and external user interface security levels.

- Depreciation / Life Cycle for all assets
- Overhead calculation
- Time reports
- Reports / Project Status
- Work order system
- Inspections
- Permit tracking
- Projecting new infrastructure impact in maintenance budget.

Staff

GIS Coordinator, staff level (1); Subordinate Staff (1); Performs paraprofessional functions as the coordinator for the geographic information system (GIS) system for interdepartmental and public users. Oversees, coordinates, develops, analyses, checks, and maintains the Department's related GIS data pertaining to Public Works infrastructure networks.

Software: Adobe, ArcGIS for Desktop 10.1, ArcGIS for Server 10.1, Beehive, HomeBase, Microsoft Office, Trimble, Microsoft SQL Server 2008 & 2012

MPO Manager, staff level (1); Performs a variety of professional transportation and administrative activities as required of the Grand Island Area Metropolitan Planning Organization (GIAMPO) for the provision of transportation planning activities in the study area in order to comply with the planning provisions of the current Federal Transportation Bill.

Software: Microsoft Office, ArcGIS for Desktop 10.1

Stormwater Technician, staff level (1); Performs planning, design, implementation, guidance, and coordination of the Storm Water Management Plan (SWMP) for the community; responsible for developing storm drainage policies, procedures, and ordinances in support of the program; serve as a technical resource to other divisions, departments and communities; and inspect and monitor earth disturbance activities to ensure compliance with National Pollutant Discharge Elimination System (NPDES) regulations.

Grant funding sources over several years have procured survey services in documenting and mapping the cities storm water system.

Software: Microsoft, Assist Enterprise Version 3.71, Turn Count Traffic

Goals in Asset Management:

- Developing an asset management plan. A master plan would show the need for resources and provide support for investment decisions
- Tracking of construction projects, storm water compliance within projects, reporting with local, state, federal offices, and the project closeout for Best Management Practices (BMP)

Project Manager, staff level (1); Subordinate Staff (2); Oversees projects such as asphalt resurfacing, drainage, bridges, sidewalks, streets, storm sewer, sanitary sewer and trails. Perform a variety of technical tasks; and provide highly complex assistance to the Assistant Public Works Director/Engineering and the Public Works Director/City Engineer.

Software: Microsoft Office, Categraph; SIGNview, PAVEPLUSview, MPAView, and MAPdirector, SiteManager (NDOR) Version 3.13A, Infrastructure Management System (Pavement Condition Assessment), Trimble Survey Systems, HomeBase.

Goals in Asset Management:

- ADA Inventory Process for Compliance Objective: Inventory all curb ramps and sidewalks in the Public Right of Way with ADA guidelines
- Continued development for street assessment, promote level of service strategies
- Traffic Control, traffic counters, traffic study

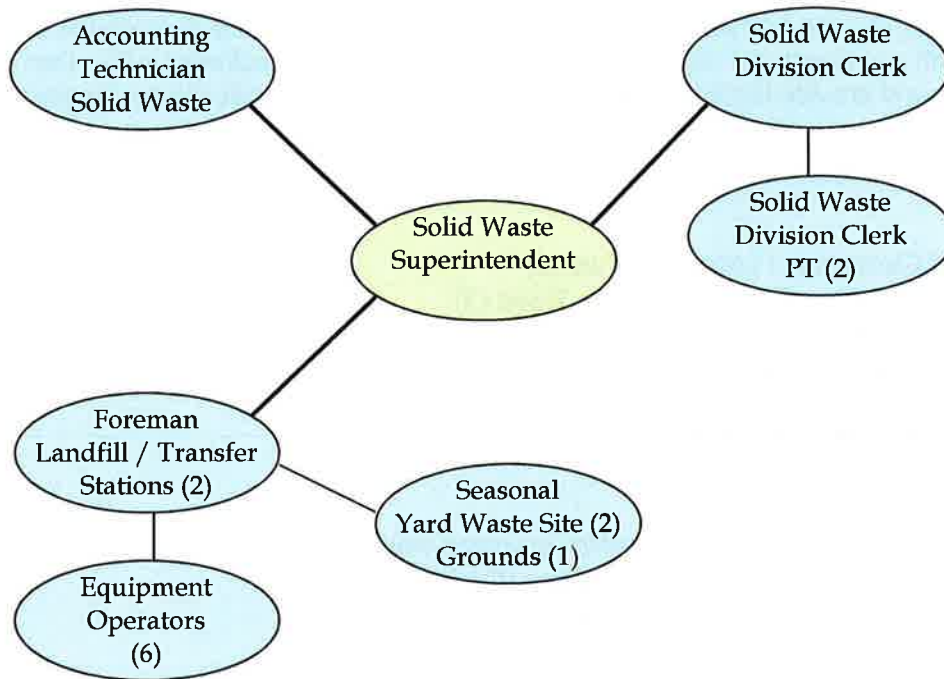
Wastewater Project Manager, staff level (1); Subordinate Staff (1); Performs as the project manager on wastewater projects such as Wastewater Treatment Facility upgrades, new and rehabilitation of sanitary sewer lift stations, including forcemains, new and rehabilitation of sanitary sewer collection systems and development of assessment sanitary districts and continued growth of the collection system. Perform para-professional engineering work in the design, investigation and construction of wastewater projects and other related projects; perform a variety of technical tasks relative to the wastewater engineering function; and provide highly complex staff assistance to the Assistant Public Works Director/Engineering, and the Public Works Director/City Engineer.

Software: Microsoft Office, AutoCAD; Civil 2013, ArcGIS for Desktop 10.1.

Public Works Engineer, staff level (1); Subordinate Staff (1); Performs as the design engineer in the design and construction of streets, sewers, structures and other public facilities. Manage the drafting standards and technical design activities of the Engineering Division of the Public Works Department. This engineering position coordinates the traffic engineering, assist with City engineering functions, and capital improvements engineering, design, and construction observation.

Software: Microsoft Office, AutoCAD; Civil 2013, ArcGIS for Desktop 10.1

SOLID WASTE DIVISION



The Solid Waste Division of Public Works provides for the disposal management of solid waste within the City, and surrounding Hall County. Two sites are available to the public for the disposal of waste, the Transfer Station and the Landfill. A transfer station, just outside of city limits serves as a central collection facility. Yard waste is recycled as compost on this site. Waste is hauled to a larger landfill facility for waste reduction and disposal. A staff level of thirteen (13) in the division maintains the daily operations, local, state, federal environmental compliance, hazardous waste, landfill post-closure management, solid waste management, analysis, education and enforcement policy. Staff operates with an annual Enterprise budget of approximately \$2,700,000.

The Solid Waste Division owns and operates a 330 acre Resource Conversation & Recovery Act (RCRA) Subtitle-D Landfill located 18 miles west of Grand Island. The Landfill accepts 325 tons per day (TPD) of waste from Grand Island, Hall County, and surrounding counties. There is a certified scale, scale house, maintenance shop, and various heavy equipment, small equipment, and vehicles for the daily operation of the Landfill. Trimble GPS equipment/software is used on a daily basis for proper waste placement, earthwork operations, volume calculations, etc. There are underground lift station pumps for pumping leachate into the million-gallon leachate lagoon. There are also several heavy-duty trash pumps for pumping storm water as necessary.

The Division also owns and operates the City's Transfer Station located one mile West of City limits. The Transfer Station accepts 180 TPD of waste from Grand Island, Hall County, and surrounding counties. The Yard Waste Site is adjacent to the Transfer Station (located on the same 34 acre tract of land) and is the site for yard waste disposal and composting operations. There is a certified scale, scale house, Transfer Station (the building where waste is disposed of and processed for hauling to the Landfill), maintenance shop, and various heavy equipment, small equipment, and vehicles for the daily operation of the Transfer Station and Yard Waste Site.

Solid Waste Superintendent

Core Function: Oversees staff, manage, direct, supervise and coordinate the activities of the Solid Waste Division including the transfer station and landfill operations; ensure compliance of city solid waste facilities with governmental regulations; coordinate solid waste activities with other divisions and departments; and provide highly complex staff assistance to the Public Works Director.

Software: Microsoft Office, Trimble GPS, AutoCAD

Assets:

- Number of Campuses / Locations: Two (2)
- Number of Buildings, Transfer Station: Three (3)
- Number of Buildings, Landfill: Two (2)
- Occupied Buildings: Two (2)
- Video Surveillance
- Regulatory Permits: Seven (7)

Goals in Asset Management:

- Maintain automated billing system utilizing scaled weights
- Management of Global Positioning System (GPS) Interface
- Fleet is maintained at a warranty level
- Data Extraction
- Permitting

Staff

Accounting Technician Solid Waste, staff level (1); Performs a variety of responsible, confidential and complex accounting, secretarial & customer service duties for the assigned department or division; act as liaison between corresponding department and others; and provide information and assistance to the public.

Software: Microsoft Office, WasteWORKS.

Solid Waste Division Clerk, staff level (1); Subordinate Staff (2); Performs a wide variety of general clerical duties for assigned department/division; and provide information /assistance to the public.

Software: Microsoft Office Suite, WasteWORKS Version 7.598.

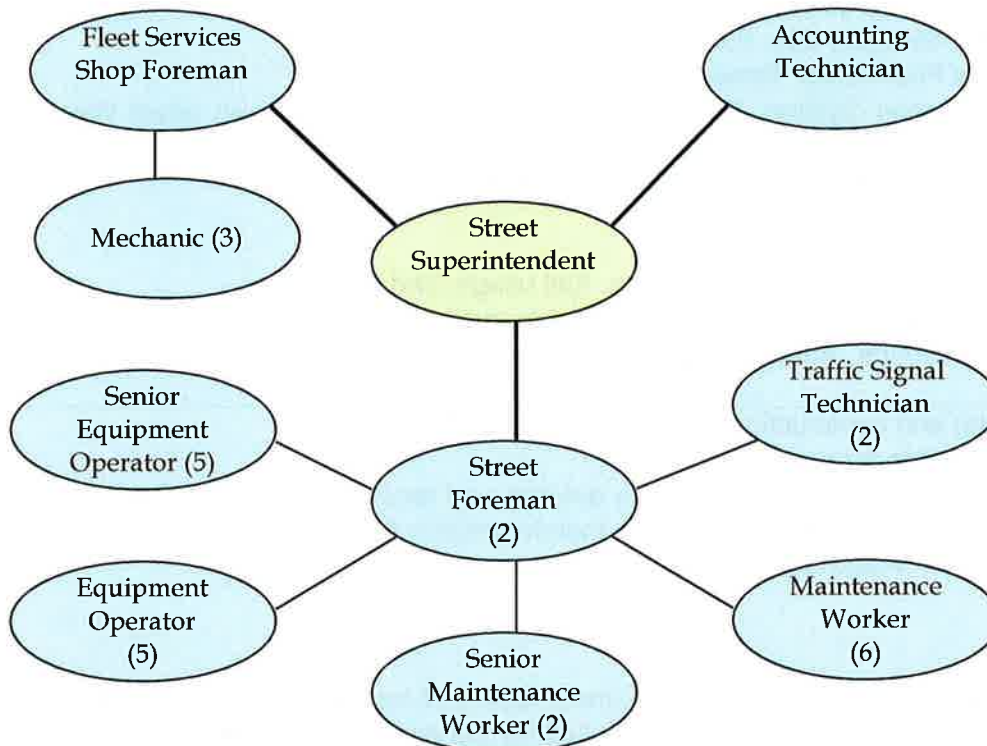
Solid Waste Foreman, staff level (2); Subordinate Staff (6); Seasonal Staff (3); Performs Planning, organize and supervise field operations of the Solid Waste Division and perform a variety of technical tasks relative to municipal solid waste transportation and disposal operations.

Software: Microsoft Office, Trimble GPS,

Assets:

- Number of DOT Commercial tractor trailer combinations: Four (4)
- Number of heavy construction equipment: Nine (9)
- Number of Vehicles: Four (4)
- Lift Pumping Station, Leachate: One (1)
- Heavy Duty Storm Water Pump: Two (2)

STREETS & DRAINAGE DIVISION



The Fleet Services Division of Public Works provides support to all city departments through the repair, maintenance, fuel activities of city equipment and vehicles. A staff of four (4) operates with an annual Self-Generated budget of approximately \$1,300,000.

The Streets & Drainage Division of Public Works provides the maintenance of safe and efficient seasonal driving conditions for the traveling public. A staff level of twenty three (23) in the department is responsible for replacement, patching, sealing, and resurfacing of concrete and asphalt roadway corridors. Residential gravel roads and alley access are routinely graded. Signage, signaling, and markings are core functions. In addition, storm sewers are maintained by inspecting, mowing, and cleaning. Staff operates with an annual General Fund budget of approximately \$5,700,000.

Street Superintendent

Core Function: Manage, direct and coordinate the activities of the Street and Transportation; Fleet Divisions including the budget, planning and utilization of Division personnel and equipment to perform street cleaning, seasonal response activities in maintaining street egress, repair streets, bridges and drainage channels; coordinate maintenance activities; maintain operation of traffic signals, signage and provide highly complex staff assistance to the Public Works Director/City Engineer.

Software: Adobe, ArcGIS for Desktop 10.1, Beehive, Cartegraph, CFA Fleet Maintenance Management, CIS Infinity, HomeBase, Transport Suit, Tyler Technology Munis Financial, Microsoft Office, Phoenix A.F.C Administrator.

Facility Assets:

- Number of Campuses / Locations: Two (2)
- Number of Buildings: Twelve (12)
- Number of Occupied Buildings: (2)
- Number of Stockpile Site: Four (4)
- Number of Fuel Tanks: Three (3)
- City Dewatering System, Site Locations: Six (6) Note: This is an asset Wastewater is maintaining but that is paid for by Streets & Drainage
- Number of Staff Likely Using Asset Management: Fifteen (15)

Goals in Asset Management:

- Fleet tracking of repairs, work orders, fuel usage, and billing
- Communicate with Cartegraph pavement reports
- Generate reports, administrators report, cost by project, state street report, lane mile report
- Permitting and construction inspection (Milling, Right-of-Way)
- Life cycle costs for assets
- Preventive maintenance rules to be entered and reoccurring with customized checklists and ability to add work or preventive maintenance in field
- Stock Items / Warehouse inventory

Staff

Accounting Technician, staff level (1); Performs a variety of responsible, confidential and complex accounting, secretarial & customer service duties for the assigned department or division; act as liaison between corresponding department and others; and provide information and assistance to the public.

Software: Microsoft Office Suite, Munis, Quicken

Fleet Services Shop Foreman, staff level (1); Subordinate Staff (3); Performs supervision, planning and coordination of the activities and operations of a Fleet Services Division including vehicle and equipment repair and maintenance; coordinate fleet maintenance, fuel, billing activities with other divisions and departments; and provide assistance to the Street Superintendent.

Software: A.F.C Administrator Version 3.2, CFA Fleet Maintenance Version 7.0.1065, Microsoft Office

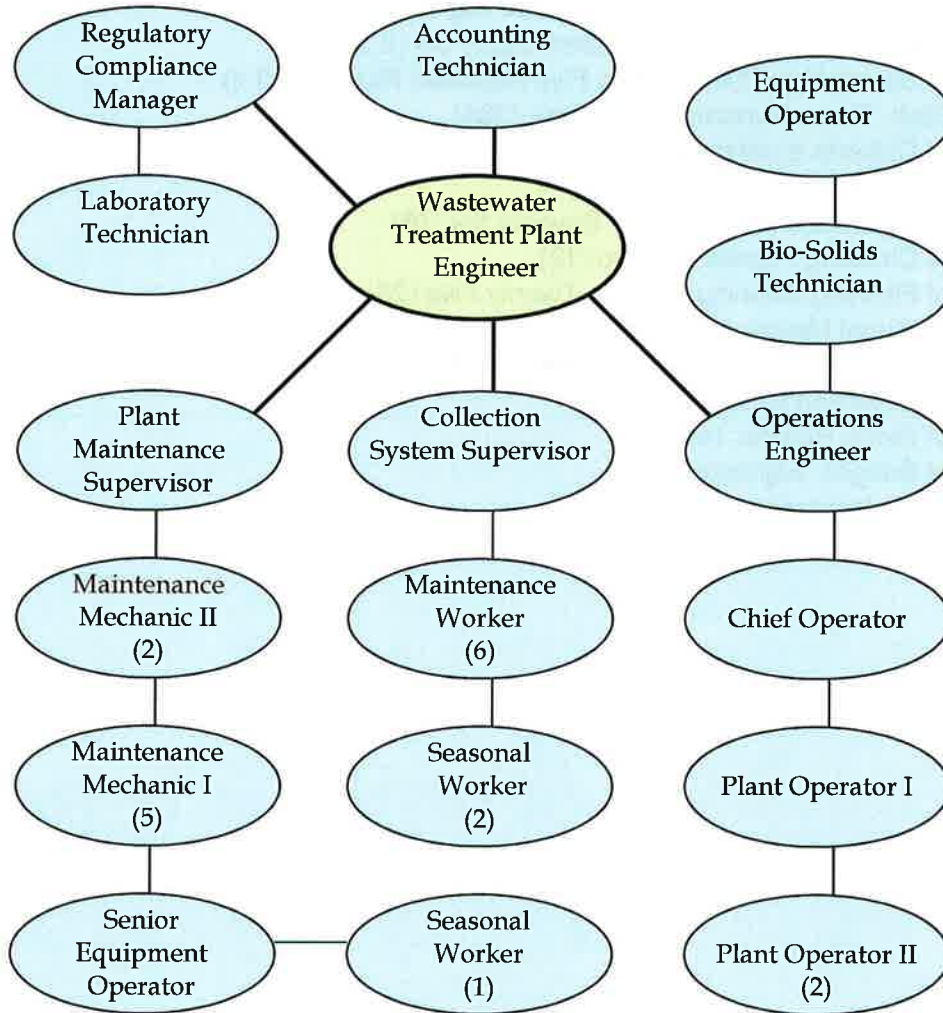
Street Foreman, staff level (2); Subordinate Staff (20); Performs planning, organizing, supervision, and participate in field operations of the Streets Division and perform a variety of technical tasks relative to street, drainage, and traffic control maintenance operations.

Software: Categraph Version 8.4A; PAVEPLUSview, MPAView, and MAPdirector, Microsoft Office

Infrastructure Assets (all figures are approximate):

- Miles of Road: Nine Hundred One (901) Lane Miles, Three Hundred Five (305) Centerline.
Note: alleys and private roads are not included
- Miles of Subsurface Drainage: One Hundred Eight (108)
- Miles of Sweepings: Thirty Two Hundred Eighty Six (3,286)
- Number of Storm Water Inlets: Thirty Five Hundred; Plus (3,500 +)
- Miles of Ditch: Three Hundred Eighty Four (384)
- Number of Culverts is unknown
- Number of Storm Outfalls: Twelve (12)
- Number of Signalized Intersections: Seventy Six (76)
- Number of Crossing Signals: Twelve (12)
- Number of Flashing Warning Signals: Twenty Five (25)
- Number of Signal Heads: Nine Hundred Sixty (960)
- Number of Traffic Signs: Eighty Four Hundred (8,400)
- Number of Detention Cells: Fifty (50)
- Number of Storm Pumps: Ten (10)
- Number of Bridges: Eighteen (18)
- Number of Underpasses: Two (2)

WASTEWATER DIVISION



The Wastewater Division of Public Works collects, treats and disposes of residential, commercial, industrial wastewater. The City has one (1) wastewater treatment plant that serves the entire city and surrounding area. It is operational 24 hours a day, 7 days a week. A staff level of thirty three (33) in the department maintains the daily operations, of the plant, and collection systems including trained professionals such as lab technicians, process control, construction, and environmental personnel, operators, maintenance crews and administrative personnel. Staff operates with an annual Enterprise budget of approximately \$6,100,000.

Wastewater Treatment Plant Engineer

Core Function: Manage, direct and coordinate the activities of the Wastewater Division including a wastewater treatment plant and the collection system; perform technical, professional engineering for the Wastewater Treatment Plant; coordinate wastewater activities with other divisions and departments; participate in engineering design/inspection work for wastewater treatment facilities and the collection system infrastructure; and provide highly complex staff assistance to the Public Works Director/City Engineer.

Software: Beehive, CIS Infinity, HomeBase, Tyler Technology Munis Financial, Microsoft Office.

Assets:

- Number of Campuses / Locations: One (1)
- Number of Buildings: Twenty (20)
- Number of Occupied Buildings: Two (2)
- Number of Pumping Stations: Eighteen (18)
- Number of Pumping Stations: Underpass (2)

Staff

Accounting Technician, staff level (1); Performs a variety of responsible, confidential and complex accounting, secretarial and customer service duties for department; act as liaison between corresponding department and others; and provides information and assistance to the public.

Software: CIS Infinity, Tyler Technology Munis Financial, Microsoft Office

Regulatory Compliance Manager, staff level (1); Subordinate Staff (1); Performs regulatory compliance with all applicable federal, state and local environmental and safety rules and regulations; maintain quality assurance and quality control in laboratory procedures, sampling, records; provide industrial billing.

Software: EPA Storm Water Maintenance Management (SWMM); version 5.0, Microsoft Suites.

Assets:

- Laboratory Inventory
- Safety Equipment

Goals in Asset Management:

- Report Management
- Effective data entry
- Compliance Reporting

Operations Engineer, staff level (1); Subordinate Staff (7); Performs professional level engineering duties related to the wastewater treatment plant; plan, organize and supervise plant process operations within the wastewater treatment plant; determine and oversee implementation of all process control adjustments; and perform a variety of technical tasks relative to wastewater treatment plant operations.

Software: Adobe, ALLMax; Operator 10 Version 10.21.0246, BioWin Version 3.1, RBH Access Technology Version 11.02, Integra 32 Version 3.8.28, Tyler Technology Munis Financial, Microsoft Office

Assets:

- Headworks Pumping
- Mixed Liquor Pumping
- Aeration Basin, Final Flow Distribution
- Aeration Blowers
- Ultra Violet Disinfection
- Non-Potable Water
- Primary Clarification
- WAS/RAS Holding, Pumping, Thickening
- Aerobic Digestion
- Miscellaneous Systems
- Secondary Clarifiers
- Primary Sludge Holding, Blending, Pumping.
- Flow Distribution
- Solids Dewatering, Wash Water Pumping
- Polymer Storage and Feed
- Headworks Screening
- Belt Filter Press Feed Pumping
- Truck Loading
- Odor Control
- Aerated Static Composting
- Aerated Grit Systems.
- Grit Systems
- Compressed Air, Fuel Storage, Ferric Chloride Feed

Goals in Asset Management:

- Time Sensitivity
- Reminders / Permits
- Historical Data
- Standards
- Staff Interaction with Proposed Systems
- Level of Service
- Microscope

Collection System Supervisor, staff level (1); Subordinate Staff (6); Seasonal Staff (2); Performs planning, organization and supervision of the wastewater collection system maintenance operations and perform a variety of technical tasks relative to wastewater collection system construction, maintenance and operations.

An extensive network of underground utilities impact contractors, homeowners, or anyone planning to dig, connect, or having services troubles. Staff and services are provided for maintaining maps, closed circuit television records of all underground utilities and providing a locate service.

The collection system has continuous support in data collection; mapping data is entered in ArcGIS for Desktop 10.1 or Beehive – Sanitary Sewer Maintenance Program.

Software: ArcGIS for Desktop 10.1, Beehive, Cues, Granite XP, HomeBase, Trimble Business Center, Microsoft Office

Assets:

- Miles of Various Size Pipe: Two Hundred Twenty Seven (227)
- Miles of Forced Pumping Main: Nine (9)
- Number of Manholes: Forty Six Hundred Ten (4,610)
- Number of Jet Cleaner Trucks – Heavy: Four (4)
- Number of Jet Cleaner Machines: Two (2)
- Number of Vacuum Machines: Two (2)
- Number of Portable Pumps: Five (5)
- Number of Pickups: Five (5)
- Number of TV Inspection Vehicles: One (1)

Goals in Asset Management:

- Service history
- Life cycle
- Inventory/Warehouse Tracking
- One-Call Locate

Plant Maintenance Supervisor, Staff Level (1); Subordinate Staff (7); Seasonal Staff (1); Performs planning, organization and supervision of the plant maintenance operations within the Wastewater Treatment Plant and related lift stations; and perform a variety of technical tasks relative to plant maintenance and operations.

Software: Adobe, ALLMax; Antero Version 5.11.2191, AutoCAD; Electrical 2013, Omni Site Guard Dog, Microsoft Office, Rockwell Automation; Factory Talk Services V5.17.00, Factory Talk View Site Edition V5.00.00, Factory Talk Transaction Manager; V9.00.00, RSLogix 5000 V17.01.02, KEPServer Enterprise, Cepstral 2007 V4.1.4, Tyler Technology Munis Financial, Microsoft SQL Server 2008, Microsoft SQL Server 2008 SP1, WIN-911 V7.

Assets:

- Number of DOT Commercial tractor trailer combinations: One (1)
- Number of DOT Commercial Dump Trucks: Four (4)
- Number of heavy construction equipment: Four (4)
- Number of Agricultural Equipment: Four (4)
- Number of Vehicles: Six (6)
- Number of Portable Wheeled Generators: Four (4)
- Inventory/Warehouse

Goals in Asset Management:

- Task based Work Order System
- Inventory/Warehouse Tracking
- Asset Service history
- Life Cycle Costing for Equipment
- Storage of Equipment Data I.E. Maintenance Manuals, Parts Break Down, etc.
- Work Order Requesting
- Mobile Device Usage
- Interaction between Asset Management software and Plant SCADA system for equipment run times
- Customizable reports
- Work Order System, editable, number conventions for parts and equipment schemes

