



# REQUEST FOR COUNCIL ACTION

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**Title:** Request for Proposal for Integrator of Record Service

**Preferred Agenda:** April 27, 2021

**Submitted By:** Trish Rice, Engineering Tech 2  
Greg Springman, Public Works Director

**Reviewed By:** Ray Towry, City Manager

**Type of Action:** Resolution \_\_\_\_ Motion   X   Roll Call \_\_\_\_ Other \_\_\_\_

**Relevant Code/Policy:** NA

**Towards Council Goal:** 2.6: Employ sound technology to maximize efficiency

**Attachments:** RFP for Integrator of Record Service  
Contract document for Integrator of Record Service

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## **Purpose of this RCA:**

Staff is requesting authorization to post a Request for Proposals (RFP) to solicit an Integrator of Record for our water and sewer systems.

## **Background/Context:**

The City does not currently have an Integrator of Record. Instrument integration has been individually procured on a project-by-project basis. This piecemeal history has complicated/contributed to many operational issues in the Water Treatment Plant and the distribution system which results in a great deal of staff time being spent on tasks that should be automated. The level of technology requires programming and other specialized knowledge, therefore the City desires to evaluate the consultant market to provide holistic integration services.

The Integrator of Record will provide maintenance/repair/emergency support services for our water and sewer control systems, assist the City with repairs and functionality improvements to the Water Treatment Plant and the distribution system, help us make sure that the new systems at the Wastewater Treatment Plant get integrated to our satisfaction, ensure all City facilities have compatible systems, and assist staff with identifying and planning for long-range capital projects of our water and sewer control systems.

With the upcoming in-house treatment plant operations and the WWTP upgrades project, this is a crucial time to bring on an Integrator of Record to resolve current issues and reduce future issues, and is a critical step to ensuring success on multiple projects.

The proposed duration of a new contract is 3 years with the option to extend by additional 3-year terms.

### **The Challenge/Problem:**

How do we work with stakeholders to maintain city operations at the voter's expected level of service within budget restraints and being fiscally responsible?

### **Stakeholders:**

- City Residents. Residents are the customers who deserve good service with the highest return on their tax and fees investment we can provide, and who trust the City to maintain their infrastructure systems at a high level of service.
- Council Members. Council members are the voice of the citizens we serve. Each member of this group is interested in providing the best service possible at the lowest possible cost. They must balance leadership with representation.
- Public Works Department Staff. Staff currently spend time doing tasks manually which should be automated. Staff will benefit from the expertise of an Integrator who can resolve many existing operational issues in our water system and provide maintenance & support services for the system programming and instruments which will at times be beyond our staff expertise. With the upcoming in-house treatment plant operations and the WWTP upgrades project, this is a crucial time to bring on an Integrator of Record to resolve current issues and reduce future issues, and is a critical step to ensuring success on multiple projects.
- Management Team. Comprised of five department heads, each with a responsibility to the citizens and Mayor to run their day-to-day operations as efficiently as possible.

### **Issues and Financial Impacts:**

Public Works Budget – The City is using a qualifications based selection (QBS) process for personal service contracts in accordance with ORS 279C.120(b) and the City's *Contract Review Board Rules of Procedure*, Section 11. As a result, selection of the most qualified candidate will be made without regard to the price of the services. Only after selection of the most qualified candidate will the City and selected candidate enter into contract negotiations for the price of the services.

Contracts for Integration services are typically based on an hourly rate. There is money budgeted to pay for professional services.

### **Elements of a Stable Solution:**

Ability to resolve operational issues within the City's utility treatment and distribution facilities and provide for efficient processes by ongoing maintenance.

### **Options:**

1. Do Nothing. This will delay the completion of needed repairs and improvements at the Water Treatment Plant. Staff will spend a great deal of time on tasks that should be automated. Integration services will continue to be procured on a case-by-case basis.
2. Authorize the solicitation of an Integrator of Record by the posting of this RFP. Posting the solicitation through the City website, local media, and the Daily Journal of Commerce

will provide the broadest possible reach for potential proposers. Staff will rank responses and conduct negotiations with the highest-ranked proposer, then return to Council to authorize the proposed contract.

3. Review the RFP and suggest revisions. Staff will revise the RFP to address Council's areas of concern and present a new draft to Council at a later date.

**Recommendation:**

Staff recommends Option 2, Authorize the solicitation of an Integrator of Record by the posting of this RFP as presented. This is the best option to remedy our existing operational issues and provide for the success of our treatment plant projects into the future.