

# **City of Shoreline**

## **Scope of Work**

### **Asset Management and GIS Consulting Services**

#### **Background**

The City of Shoreline, Washington (“City”) is implementing the Cityworks asset management system for the Parks, Recreation, and Cultural Services (PRC) department. This is the third phase in the implementation of Cityworks. Previous phases included the Public Works, Administrative Services, and Community Services departments. The City has contracted with Woolpert, Inc. to provide implementation services for this project.

Cityworks integrates closely with the City’s GIS environment and we have found that a well-defined and updated GIS database is important to a successful implementation of Cityworks.

#### **Scope of Work**

The City is interested in procuring the professional services of a consulting firm that will work closely with the PRC department, the GIS support specialists, and the Woolpert consultants to lead the analysis of the department’s asset management requirements and processes and the updating of GIS to support the implementation of Cityworks. This includes the following:

1. Attend planning and configuration meetings and workshops, see schedule below.
2. Attend weekly planning meetings with City staff.
3. Analyze the GIS implementation in relation to the PRC department needs.
4. Make recommendations for configuration of GIS and Cityworks to meet the PRC department needs.
5. Make updates to the GIS database.
6. Analyze the PRC department asset management processes and make recommendations to align them with the standards and best practices developed in the previous Cityworks implementation phases.
7. Document PRC department asset management and GIS processes.
8. Train PRC department staff on asset management and GIS processes.
9. Drive the completion of detailed tasks with the PRC staff on the project team.
10. Lead and participate in the User Acceptance Testing (UAT).

#### **Schedule**

Below is the schedule when Woolpert consultants will be onsite for planning, configuration, training, and go live. The go live date is scheduled for the first week of May, 2017.

The City expects the GIS consultant to be onsite on these dates also. In addition the GIS consultant is expected to provide a number of hours a month attending meetings, performing GIS work, and creating documentation. These additional hours can be remote or onsite, as

mutually determined between the City Project Manager and the GIS Consultant. Attached is the project schedule from Woolpert. This project schedule is approved, but it is subject to change.

Onsite Session	Dates	Estimated Hours
<b>Project Kickoff and Planning</b>	11/7/16 – 11/10/16	24
<b>Configuration Workshops Round 1</b>	12/13/16 – 12/15/16	16
<b>Configuration Workshops Round 2</b>	1/3/17 – 1/5/17	16
<b>Configuration Workshops Round 3</b>	1/31/17 – 2/2/17	16
<b>Testing</b>	3/20/17 – 3/24/17	40
<b>Training</b>	4/17/17 – 4/21/17	40
<b>Go Live</b>	5/1/17 – 5/5/17	40

## **Bid**

The City estimates 408 hours for the work outlined above and in the attachments, 192 for the onsite sessions and 216 for weekly meetings, GIS work, and documentation. As the project progresses the actual hours may vary from the estimate. The City may also identify additional work we would like executed as part of the project, which would be detailed with an addendum to the contract.

The maximum budget for this project is \$49,000, including tax and incidental expenses.

Please outline the following:

1. What is your related experience with asset management systems and processes?
2. What is your related experience with configuring and updating GIS?
3. Provide two (2) references of your work. Prefer public sector organizations of a like size to the City of Shoreline (~53,000 residents and ~150 full time City Hall staff)
4. Include a statement of what differentiates your company from others who do the same work? Methodology? Tools? Staff?
5. Provide information on the individual or individuals who will be assigned to this project.
6. If you are selected, when would you be able to begin this engagement?
7. What is the hourly rate?

Please submit responses to this SOW to John Frey ([jfrey@shorelinewa.gov](mailto:jfrey@shorelinewa.gov)) by close of business, October 21, 2016.