



City of Blaine

10801 Town Square Drive NE

Blaine MN 55449-8100

Public Works 763-785-6165 | BlaineMN.gov

REQUEST FOR PROPOSAL

ENTERPRISE ASSET MANAGEMENT SYSTEM (EAMS) NEEDS ASSESSMENT AND RFP DEVELOPMENT

Introduction and Background

The City of Blaine, Minnesota (the “City”) is seeking proposals from experienced and qualified firms to conduct a needs assessment and develop a request for proposals for the purchase of an Enterprise Asset Management System, hereinafter referred to as an EAMS, to serve the current and projected needs of the City.

Before an RFP is developed for a replacement EAMS, the City wishes to have a comprehensive needs assessment completed. This needs assessment will evaluate the current use of the City’s work order and asset management system, help define the requirements for a replacement EAMS, and ensure that the RFP process aligns with the City’s strategic plan.

The City of Blaine currently utilizes PubWorks for its asset management software. PubWorks is integrated with the City’s ArcGIS Enterprise platform and is used to manage service requests and record daily work for several City departments. Departments and divisions currently supporting or using PubWorks are: IT, GIS, Water, Stormwater, Sanitary Sewer, Streets, Parks Maintenance, Parks & Recreation, Forestry, and Facilities Management.

Other City departments and divisions currently using various asset management systems other than PubWorks that should be evaluated as EAMS stakeholders include Fleet Maintenance, Sign shop, Finance, Engineering, Communications, Community Standards, Code Enforcement, Community Development, Utility Billing, Building Inspections, and Police.

Scope of services

The chosen contractor will conduct a needs assessment of all departments and divisions, and from that, develop an RFP for the purchase and implementation of an EAMS in 2023. Recommendations should be included for the potential to achieve greater alignment in business processes across the City of Blaine and prevent duplication of effort.

Asset Management and technical staff who support and work closely with the current system, as well as all other relevant stakeholders, should be interviewed to gain a better understanding of the current data collected and how it's used in the business process. Other discussion topics should include deficiencies and preferred enhancements of the current system, identifying desired data that is not already collected, how productivity is measured, and expected system usage by department or individual. Interview feedback and a gap analysis of the current system will identify the requirements for the future EAMS.

Future EAMS requirements must be identified and prioritized based on legal and other essential requirements including best practices for EAMS. Identify preferred enhancements according to the needs and wants described in the assessment. Any required hardware/system hosting requirements should also be assessed.

Potential productivity gains and process improvements should be documented for any future system. The potential for integration with other City enterprise systems such as ArcGIS Enterprise, Microsoft 365, SeeClickFix, WinCan, Valve Star, iMS, Fuelmaster, and SCADA should also be considered.

Consideration should be given to the City's current and planned IT environment for its ability to support the replacement EAMS and the methods of doing so. The technical expertise of staff, hardware deployments, software contracts, and integrative opportunities that are unique to the City will be major factors in determining the selected proposer.

The selected proposer will provide future EAMS recommendations including implementation costs and timeframes, annual costs, data conversion capabilities of legacy system, training opportunities, ROI, and necessary staffing to maintain recommended solution.

The EAMS needs assessment contract will be managed by a leadership group of representatives from various City departments, including public works, facilities management, finance, IT, and GIS.

Fee Schedule

The proposer is required to breakdown and itemize its fees to be charged for the proposed services.

Instructions to Proposers

There will be time between publication of the RFP and the submittal deadline for proposers to ask additional questions. A pre-proposal meeting will be conducted on **June 3, 2022 at 10am in the Cloverleaf Room of Blaine City Hall**. A virtual option is also available.

Proposals may be submitted in writing or electronically. Electronic submissions should be directed to Shawn Smith Ssmith@blainemn.gov. Written proposals can be delivered or

mailed to 1801-101st Ave NE, Blaine, MN 55449. All proposals, whether submitted in writing or electronically, must be received by **12:00 Noon on June 10, 2022.**

To ensure a fair review and selection process, firms submitting proposals are prohibited from contacting any other city staff or councilmembers regarding the proposals. All questions and correspondence should be directed to: Shawn Smith 763-286-2803 or Ssmith@blainemn.gov.

Please keep proposals less than 30 pages in length.

Statement of content of RFP

All proposals submitted to the City should include the following:

- A. Title page (name, address, phone, contract person, and date)
- B. Table of contents
- C. Statement of the proposal (services to be provided, timetable, and availability)
- D. Proposing company's profile/history/experience (include prior client references and samples of previous EAMS needs assessments the firm has completed, if available).
- E. Fee schedule(s)

Proposal evaluations

Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City of Blaine shall not be liable for any losses incurred by any responders throughout this process.

During the evaluation process, the City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposing firms, and to allow corrections of errors or omissions. At the discretion of the City, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

Proposals will be evaluated based on their overall applicability to the services being requested by the City. The City will take into account the cost of the contract, but other factors will be considered; including the company's history, applicable work experience, client references, and timetable/availability. While not the prime determinant in the City's selection of a proposal, price will be an important element, especially when considering two or more proposers judged by the City to be equally qualified to perform the work required in this RFP. These additional factors will help ensure the City receives the highest quality service at the best value for the residents of the City.

Scoring Criteria/Weighting

Completeness of Proposal/Quality of Proposal:	15%
Pricing/Cost Effectiveness:	15%
Similar Projects/Customer references:	20%
Qualifications and Experience of Designated/Assigned Staff:	25%
Demonstrated Understanding of the Scope of Work and suggested approach:	25%

Agreement terms

The City reserves the right to negotiate with proposers and follow up with questions and interviews to determine suitability in performing the required services of this contract.

The City will take actions to provide equal opportunity to all prospective proposers and will make any necessary accommodations available for proposers to ensure a fair and unbiased process.

City's timetable

Upon receipt of the proposals, the City will begin evaluation of the contents to determine the best candidate for this contract. Follow-up interviews may be scheduled. It is the City's intent that a final recommendation will be prepared for presentation to and approval by Blaine City Council, at which time the selected proposer will be notified. The City anticipates the contract start date to be **June 27th, 2022.**