

SUBJECT

BOARD RESOLUTION NO. 21-733

Pertaining to an agreement with WSB to provide professional services to inform the development of a Request for Proposal for the purchase of an Enterprise Asset Management System.

BACKGROUND INFORMATION

Staff is seeking approval of a professional services agreement with WSB to provide a thorough needs analysis/assessment and provide recommendations to inform the development of a Request for Proposal (RFP) for the purchase of an Enterprise Asset Management System.

A Request for Proposals was advertised by the City of Saint Paul Contract and Analysis Services. Three proposals were received, reviewed, and scored by a SPRWS selection committee. The following provides a summary of the scoring of the three reviewed firms:

Proposal Criteria	POSSIBLE POINTS	WSB	WSP USA	SoftResources
Suitability to Board's needs	30	26.81	24.64	24.32
Cost	20	16.75	11.48	20
Examples of previous projects	20	17.76	15.32	13.47
Experience pertaining to scope	20	17.76	15.99	11.47
Technical expertise and experience	10	8.72	8.33	5.99
TOTAL POINTS:	100	87.81	75.77	75.26

WSB received the highest score among the proposers, who were all rated on suitability, success of previous projects, experience, technical expertise, and cost.

Following Board approval, City of Saint Paul Contracts and Analysis will prepare a Professional Services Agreement, which will include the City's standard terms and conditions, including liability and insurance requirements.

The work is further detailed in WSB's February 10, 2021 Proposal, which is attached for review.

Cost: Not to exceed \$102,422.00

Term: Approximately Spring 2021 – September 2021

See attached Proposal.

RECOMMENDATION

Board approval is recommended.