

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
NOVEMBER 11, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Asset Maintenance Management Software	Resolution Ordinance ✓ Motion Discussion Only	Robin A. Weaver Interim Director of Public Works

SYNOPSIS

A motion is requested authorizing the execution of a contract for Asset Maintenance Management Software with GBA Master Series, Inc. of Overland Park, Kansas in the amount of \$24,800.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2007-2012 identified *Top Quality Village Infrastructure and Facilities*.

FISCAL IMPACT

The FY08 General Fund Budget provides \$27,980 for this purchase.

RECOMMENDATION

Approval on the November 18, 2008 consent agenda

BACKGROUND

To efficiently manage and maintain the Village's infrastructure, a comprehensive inventory and accurate mapping of facilities is required. The Village's geographic information system (GIS) has been used as part of a continuing effort to document the location of Village infrastructure such as trees, fire hydrants, water distribution valves and storm sewers. Resources have been dedicated to obtaining, inputting, maintaining and updating field information into the GIS. As these components of the GIS become up-to-date, a maintenance recordkeeping procedure to document existing maintenance and plan future maintenance activities through the use of asset maintenance management software (AMMS) is needed.

The following is a summary of the expected benefits and outcomes of proceeding with the AMMS:

- **Meet Regulatory Requirements** - The Government Accounting and Standards Board (GASB) issued Bulletins 34 & 35 imposing requirements for local governments related to the valuation and depreciation of their asset inventories. In order to meet these requirements, agencies must determine what assets they have, their current condition and a good idea of when the asset was first put into operation. This data can easily be stored in an asset geo-database.

Other regulatory requirements include the National Pollution Discharge Elimination System (NPDES) for stormwater management. These and other mandated programs can easily be managed using an AMMS to issue and track maintenance work done in support of these programs.

- **Improved Allocation of Capital Improvement Dollars** - Capital improvement funds make up roughly 25% of the Village's annual budget (\$27.8 million for FY09). Appropriate allocation of these funds leads to maximizing the use of dollars over a broader array of needs. An AMMS allows staff the ability to quickly and easily discern where a limited budget is best spent. Knowing the maintenance history of assets saves time and money in the decision making process and allows staff to easily prioritize, propose and defend decisions. Moreover, understanding the status of each asset saves time and money when staff can easily see infrastructure that may be approaching failure.

- **Single Source Asset Inventory** - This approach for asset maintenance management relies on the GIS to build and maintain an inventory for infrastructure assets. This approach is more accurate, more reliable, less complicated, and it less costly – leveraging the Village’s investment in GIS data.
- **Leveraging the Village’s GIS Investment** - This approach for asset maintenance management leverages the Village’s already existing and ongoing investment in GIS. The Village already has an existing and ongoing commitment to GIS. The benefits of using the GIS data as an integral and scalable data source throughout the organization will be realized through the use of the AMMS. The infrastructure asset inventory allows the Village to leverage the investment without costly duplication of data.

Staff developed a request for proposal (RFP) for the AMMS which was issued in August with six firms responding by the due date of August 19, 2008. The responding vendors included:

- Azteca Systems (Cityworks)
- GBA Master Series (gbaMS)
- CarteGraph (CarteGraph)
- Nexgen Asset Management (Nexgen)
- Robinson Engineering (basically an ESRI ArcMap based system with CarteGraph on the front end)
- Facility Management Engineering (Maximo Asset Management Software)

Through this process, it became clear that GBA Master Series is fully qualified and the best suited vendor to continue forward with implementation. The GBA Master Series software offers an easy to use interface, very good synchronization with GIS and future functionality. GBA Master Series is also a partner with Tyler Technologies (developer of the Village’s Eden financial software) that offers future integration of costing data, etc. Strong positive references for GBA Master Series include the Downers Grove Sanitary District and the City of Wheaton.

The Technology Commission reviewed this project at their meeting on October 23, 2008 and concurred with staff’s recommendation. The Commission closely examined the usefulness and justification of the software as well as its long-term benefits. The fact that the software will create an institutional memory of maintenance completed on the Village’s infrastructure assets was of particular value to the Commission. Implementation of the software will be phased and will begin with the Village’s parkway tree inventory, while it is likely that water system assets will begin to be managed with the software in 2009.

ATTACHMENTS

Contract form

Technology Commission minutes (draft)

IV. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

PROPOSER:

GBA Master Series, Inc.
Company Name

Date: August 15, 2008

10561 Barkley, Suite 500
Street Address of Company

JGraham@gbams.com
Email Address

Overland Park, KS 66212
City, State, Zip

James Graham
Contact Name (Print)

913-341-3105
Business Phone

913-488-4012
24-Hour Telephone

913-341-3128
Fax

Donald E. Pinkston Jr.
Signature of Officer, Partner or Sole Proprietor

DONALD E. PINKSTON JR., PRESIDENT
Print Name & Title

ATTEST: If a Corporation

James L. Graham
Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within 90 calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

Meeting Summary

Technology Commission,
Village of Downers Grove
October 23, 2008

Meeting started at 7:00pm, Ante Room at Village Hall.

PRESENT:

Technology Commission:

Mark Grippando, Chair
Robert Blair-Smith
Will Hutchinson
Don Nichols

Absent:

Peter Craven
Thomas Nybo
James McGinnis

Staff

Stan Balicki, Assistant Director of PWs
Liangfu Wu, Staff Liaison

Residents

Mark Thoman

Meeting started: 7:00pm

Chair started the meeting by asking staff to discuss the item on the agenda: the purchase of a fixed asset management program.

Mr. Balicki introduced to the commission the basic function of the fixed asset management program. Mr. Balicki states that the Village's infrastructure includes a large number of assets such as trees, streets, water system, stormwater system, etc. Each year, staff takes efforts to build new and maintain existing systems. All these assets and staff activities need to properly recorded and put into a database. More importantly, the values of the fixed assets may increase due to improvement or depreciate as time goes on.

Mr. Balicki continued that the purchase of a fixed asset management program will allow staff to manage both the assets and staff activities properly. In addition, if such a program can work closely with our GIS, it will enable staff to link our special data with the program and more effectively manage Village's infrastructure.

Commissioner Nichols stated that it seems to be a major undertaking in terms of data entry as staff moves along collecting this important data.

Mr. Balicki indicates that first, staff will use the system to manage Village tree inventory which is already managed by a limited database. The efforts are to be focused on importing the existing data into the program.

Mr. Balicki briefly explained the program selection process. As Mr. Balicki indicated, staff followed the Village purchasing policy and conducted the RFP process. The final recommendation is to award the purchase to GBA Master Series, Inc in the amount of \$24,800.

Commissioners asked how the different modules would be installed and paid.

Mr. Balicki explained that this purchase has two components: the base module and the tree inventory module. In the following years, the Village will purchase other modules such as Stormwater, Streets, and so on. The total purchase in 4-5 years will lead a total of \$50,000 approximately. Mr. Balicki said staff believes that purchasing one module at a time would allow Village staff proper time to learn the program and to have time to conduct data collection and migration.

After Commissioners asked a few technical questions regarding the sever space and the interface of the program, they unanimously voted to recommend the purchase to the Village Council.

Dr. Liangfu Wu reported to the Commission that in November there will be another system purchase that needs to be reviewed by this commission. In addition, Dr. Wu indicated that in the recommended 2009 budget there is a request of \$340K for a new phone system.

Adjourned at 8:30pm.

CAMPAIGN DISCLOSURE CERTIFICATE

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.

The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.

David E. Pinkston Jr.
Signature

DAVID E. PINKSTON JR.
Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name