



# *Camarillo City Council*

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## **AGENDA REPORT**

Date: October 9, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Mitchell Cameron, Director of Administrative Services/Chief Innovation Officer

Subject: Award Agreement 2024-180 for Technology Modernization Plan (TMP) and Agreement 2024-182 for Enterprise Asset Management (EAM) to Berry, Dunn, McNeil & Parker, LLC

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## **BACKGROUND**

The City is undertaking two critical technology initiatives to modernize its operations: the five-year Technology Modernization Plan (TMP) and the selection of an Enterprise Asset Management (EAM) system. The TMP will address the City's long-term technology needs, while the EAM system selection will identify the most appropriate system for managing physical assets, maintenance operations, and work order tracking across multiple departments.

## **DISCUSSION**

On July 8, 2024, staff was authorized to solicit bids and issued a Request for Proposal (RFP) on PlanetBids for the TMP. Nine bids were received, as outlined below:

<b>Name of Bidder</b>	<b>Amount of Bid</b>
Acuvity Consulting USA Inc.	\$549,200
American Technology Consulting LLC	\$ 65,000
Avant-Garde Ventures Inc.	\$266,000
Avero LLC	\$111,720
Berry, Dunn, McNeil & Parker, LLC	\$128,915
Blackline Consulting	\$107,747
ClientFirst Consulting Group	\$174,659
Government Technology Group, LLC	\$ 69,500
Plante & Moran, LLC	\$127,572

The high number of responses highlights the success of the solicitation process. The proposals were evaluated by a panel of representatives from multiple departments, using the following criteria:

Qualifications of the Firm- Based on experience with similar projects.

References- Evaluated based on the quality and satisfaction level with the final product.

Staffing- Assessed based on the background and experience of the proposed team on similar projects.

Schedule-Reviewed for thoroughness and reasonableness.

Scope of Work- Evaluated for understanding of the project, including approach, methods, and procedures.

After a thorough review, Avero LLC and Berry Dunn were shortlisted for interviews. Based on their qualifications, interviews, and presentations, Berry Dunn was selected due to their extensive experience and alignment with the City's needs.

The TMP will evaluate the City's current technology environment and identify gaps in infrastructure, equipment, and software. The plan will include recommendations for cloud migration, cybersecurity, and artificial intelligence, with a focus on aligning operations with public sector best practices. Additionally, the TMP will propose a detailed two-year work plan to guide the implementation of high-priority initiatives. The TMP project will take approximately seven months, with a not-to-exceed cost of \$167,590.

The scope of the EAM project is limited to assisting with the selection of an EAM system and does not include the implementation of the system itself. Berry Dunn will guide the City through the selection process, which will involve discovery and fact-finding to assess the City's current work order and asset management systems.

Their responsibilities include developing a detailed RFP, facilitating vendor demonstrations, and supporting the evaluation and selection of the most suitable EAM system. They will also provide contract negotiation support to ensure that the selected system meets the City's needs. This selection process is expected to take ten months, with a not-to-exceed cost of \$98,310, including contingency.

## **FISCAL IMPACT**

Funds for the Technology Modernization Plan are included in the FY 2024/25 Administrative Services Budget, Information Systems Account No. 530-5330-453.32-01. Funds for the Enterprise Asset Management are included in the FY 2024/25 Administrative Services Budget, Information Systems Account No, 530-5330-453.32-01.

## **CEQA DETERMINATIONS**

City staff has determined, in accordance with Section 15061(b)(3) of the California Environmental Quality Act (CEQA) Guidelines, that awarding an agreement for a Technology Modernization Plan and Enterprise Asset Management are not subject to CEQA review because they can be seen with certainty that there is no possibility that awarding an agreement has any significant effect on the environment.

## **RECOMMENDATION**

1. Find both awarding agreements exempt from review under the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) of the CEQA Guidelines; and
2. Authorize City Manager to execute Agreement No. 2024-180 with Berry, Dunn, McNeil & Parker, LLC for the Technology Modernization Plan for a not to exceed amount of \$167,590; and
3. Authorize City Manager to execute Agreement No. 2024-182 with Berry, Dunn, McNeil & Parker, LLC for Enterprise Asset Management for a not to exceed amount of \$98,310; and
4. Authorize City Manager to execute future amendments to the agreements.

## **ATTACHMENTS**

1. Attachment 1 - Agreement 2024-180
2. Attachment 2 - Agreement 2024-182

## **REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL**

Bids are available for Review in the Administrative Services Department