



CITY OF VANCOUVER

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ADMINISTRATIVE REPORT

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Report Date: March 31, 2008
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VanRIMS No.: 03-1200-30
Meeting Date: April 29, 2008

TO: Vancouver City Council

FROM: General Manager of Engineering Services

SUBJECT: Award of Contract for Project Management Services - AD/Hansen Implementation

RECOMMENDATION

- A. THAT Contract No. RFA PS08012 for Project Management Services - AD/Hansen Implementation be awarded to KLR Consulting Inc. in the amount of \$350,000, with funding from the existing Autodesk/Hansen Implementation project budget.
- B. That the Director of Legal Services be authorized to execute and deliver on behalf of the City all legal documents required to implement Recommendation A.
- C. That all such legal documents be on terms and conditions satisfactory to the General Manager of Engineering Services, Manager of Materials Management and Director of Legal Services.
- D. That no legal rights and obligations will be created by Council's adoption of Recommendation A, B and C above unless and until such legal documents are executed and delivered to the Director of Legal Services.

GENERAL MANAGER'S COMMENTS

The General Manager of Engineering Services recommends approval of A, B, C and D.

COUNCIL POLICY

Contracts with a value over \$300,000 are referred to Council for approval.

PURPOSE

The purpose of this report is to award a contract for project management services in relation to the Autodesk/Hansen Implementation Project, which is part of the City's Infrastructure Management Strategy (IMS) Program.

BACKGROUND

On September 28, 2006, Council approved staff's recommendations on an Infrastructure Management Strategy. A key component of this strategy was to implement software supplied by Autodesk Inc. to deal with customer service, work management, asset management, right of way management and operational performance measurement. Subsequently, a project team has been created and is currently in full operation.

In November, 2007, the project manager for this initiative tendered his resignation. In accordance with standard practice, the position of project manager was advertised both internally and externally. Unfortunately, no suitable candidates applied in response to our advertisements. Staff then contacted a recruiting company which had been successful in the past in locating candidates for IT positions in the City. Again, no suitable candidates were identified.

During these activities, staff became aware that experienced project managers may be available on a contractual basis, rather than as employees. In mid-January, 2008 staff issued a Request for Applications (RFA) and posted a notice to this effect on the City's website and on the provincial BC Bid website.

DISCUSSION

Proposals were received from four project management companies. A four-person evaluation time reviewed all written proposals and interviewed a shortlist of three candidates. This evaluation determined that a proposal by KLR Consulting Inc. to provide project management services was the superior proposal.

Other alternatives, such as reassigning existing resources, were given consideration. However, these were determined to be not feasible due to workload issues in other areas and our particular need for the skills of an experienced senior project manager on the Autodesk/Hansen Implementation project.

FINANCIAL IMPLICATIONS

The cost of hiring a contractor to perform project management services from now until the end of the project will be approximately \$350,000, which is \$150,000 more than was provided for in the project budget. However, a contingency in the amount of \$500,000 was included in

the project budget to provide for unforeseen occurrences, so the project's contingency funding can be used to cover this extra cost.

CONCLUSION

Proposals for RFA PS08012 for Project Management Services - AD/Hansen Implementation have been reviewed and staff recommend that the proposal submitted by KLR Consulting Inc. to provide project management services be approved.

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