



Date: September 24, 2013

To: Water Utility Board

From: Pete Holmgren, PE
Water Utility Engineering Section

Re: Authorizing the Mayor and the City Clerk to execute a Professional Services Agreement with EnvisionCAD, Inc. for computer-aided drafting work methods consulting.

In February, the Water Board approved the request by Madison Water Utility (MWU) to solicit proposals from qualified vendors to recommend and implement a Computer-Aided Design (CAD) software package, associated tools, and work methods capable of effectively designing and analyzing pressurized water main systems in both stand-alone and multi-City Agency “In-Roads” project design environments.

MWU worked with City Purchasing to craft the request for proposals (RFP) and the ensuing vendor selection process. Prior to the RFP, MWU also issued a request for information (RFI) document to allow potential bidders a chance to give feedback, ask questions, and generally better understand the RFP.

The RFP yielded a proposal from EnvisionCAD, Inc. which, after an interview process through MWU and City Purchasing, was determined to meet the stated requirements and qualifications. Additionally, EnvisionCAD has worked with the utility through a previous CAD contract with City Engineering. This familiarity will be beneficial in maximizing the CAD tools available in MWU’s existing environment, rather than introducing potentially expensive new software and steeper learning curves.

Funds for this contract have been budgeted for, and MWU has agreed with EnvisionCAD to proceed incrementally with “task orders”, to ensure that the contract continues to move in a direction appropriate to the needs of the utility. Additionally, each task order shall include an estimated cost of services related to the overall contract, and the total expense of the contract shall not exceed \$50,000.

MWU would like to begin execution of the contract this fall, which is a time of the year when use of CAD is particularly high for the Engineering Section. Additional task orders, including implementation and follow-up work from EnvisionCAD, would extend into next year.

The proposed contract would help MWU staff improve accuracy and efficiency in designing water systems. This supports MWU’s core mission to provide water to customers for consumption and fire protection, and helps MWU achieve its goals for Employee Development, Operational Optimization, and Infrastructure Stability.