

ORDINANCE NO.

Amend contract with Aurigo Software Technologies, Inc., for an additional five years for the continued use of the Capital Project Management Software System in the amount of \$784,000 (Ordinance; amend Contract No. 30005198)

The City of Portland ordains:

Section 1. The Council finds:

1. The Portland Water Bureau is responsible for over \$8 billion in system assets with the Portland Water Bureau's Engineering Services Group managing 50 to 70 construction projects every year. Each construction project requires project, budget, and resource management.
2. On May 4, 2016, Portland City Council passed Ordinance No. 187720 which authorized the Portland Water Bureau to use the cooperative procurement method and for the Chief Procurement Officer to execute a Contract in accordance with City Code 5.33.140.
3. The Portland Water Bureau entered into Contract 30005198 with Aurigo Software Technologies, Inc., to provide the Capital Project Management Software System, known as Masterworks.
4. The software enables online collaboration between contractors and City project managers, provides consistency and transparency to project procedures and documentation, handles internal project documents using automated workflows and, provides mobile access.
5. The Portland Water Bureau requires an extension to Contract No. 30005198 to add additional funding and continue consolidating current business process management into a single hosted configurable software environment.
6. The amendment provides for an additional \$784,000 to the original Contract amount of \$825,000 bringing the total Contract amount to \$1,609,000. This will allow the continuation of the online collaboration and continue to consolidate current business process management into a single hosted configurable software environment.

NOW, THEREFORE, the Council directs:

- a. That the City of Portland's Chief Procurement Officer is authorized to execute on behalf of the City an amendment to Contract No. 30005198 with Aurigo Software Technologies, Inc., substantially in accordance with Exhibit A to extend the term for an additional five years and increase funding in the amount of \$784,000.

- b. The Mayor and Auditor are hereby authorized to draw and deliver checks chargeable to the Water Fund when demand is presented and approved by the proper authorities.

Passed by the Council,

Commissioner Mingus Mapps
Prepared by: Joe Broberg, P.E.
February 10, 2021

Mary Hull Caballero
Auditor of the City of Portland

By _____ Deputy

Agenda No.
ORDINANCE NO.

Title

Amend contract with Aurigo Software Technologies, Inc., for an additional five years for the continued use of the Capital Project Management Software System in the amount of \$784,000 (Ordinance; amend Contract No. 30005198)

<p style="text-align: center;">INTRODUCED BY Commissioner/Auditor: Mingus Mapps</p>	<p>CLERK USE: DATE FILED <u>March 30, 2021</u></p>
<p style="text-align: center;">COMMISSIONER APPROVAL</p>	<p style="text-align: center;">Mary Hull Caballero Auditor of the City of Portland</p> <p>By: <u>Keelan McClymont</u> <small>Digitally signed by Keelan McClymont Date: 2021.03.30 21:05:08 -07'00'</small> Deputy</p> <p>ACTION TAKEN: April 7, 2021 Passed to Second Reading April 14, 2021 at 9:30 am</p>
<p>Mayor—Finance & Administration - Wheeler</p>	
<p>Position 1/Utilities - Rubio</p>	
<p>Position 2/Works - Ryan</p>	
<p>Position 3/Affairs - Hardesty</p>	
<p>Position 4/Safety - Mapps <small>Digitally signed by Mingus Mapps Date: 2021.03.05 19:28:27 -08'00'</small></p>	
<p style="text-align: center;">BUREAU APPROVAL</p>	
<p>Bureau: Water Bureau Bureau Head: <u>Gabriel Solmer</u> <small>Digitally signed by Gabriel Solmer Date: 2021.03.05 09:41:32 -08'00'</small></p>	
<p>Prepared by: <u>Joe Broberg, P.E.</u> Date Prepared: <u>2/10/2021</u></p>	
<p>Impact Statement Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input type="checkbox"/> No <input checked="" type="checkbox"/></p>	
<p>City Auditor Office Approval: required for Code Ordinances</p>	
<p>City Attorney Approval: <u>Karen Moynahan</u> <small>Digitally signed by Karen Moynahan Date: 2021.02.26 11:31:39 -08'00'</small> required for contract, code, easement, franchise, comp plan, charter</p>	
<p>Council Meeting Date <u>April 7, 2021</u></p>	

AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input type="checkbox"/></p>
<p>REGULAR <input checked="" type="checkbox"/></p> <p>Total amount of time needed: <u>10 mins</u> (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Rubio	1. Rubio		
2. Ryan	2. Ryan		
3. Hardesty	3. Hardesty		
4. Mapps	4. Mapps		
Wheeler	Wheeler		



SENT VIA EMAIL

**AMENDMENT No. 2 to
CONTRACT No 30005198
FOR
Project Portfolio Management System**

This Amendment No. 2 amends Contract No. 30005198 dated May 30, 2016, by and between Aurigo Software Technologies, Inc. ("Contractor") a corporation of the State of Texas, and the City of Portland, a municipal corporation of the State of Oregon ("City") by and through their duly authorized representatives. This Amendment may refer to Contractor and City individually as a "Party" or collectively as the "Parties."

This Amendment is authorized by City Ordinance No. _____.

The Effective Date of this Amendment is March 31, 2021. The purpose of this Amendment is to extend the contract for 5 years, add funds, and add the Scope of Work for the PWB' Masterwork Update.

The Contract was previously amended as follows:

Amendment 1, dated December 29, 2017, which added Scopes of Work to better configure the Software to suit City needs.

The Parties agree to Amend the Contract as follows:

1. The Contract not-to-exceed amount of \$825,000.00 is increased by \$784,000.00 to a new total not-to-exceed amount of **\$1,609,000.00**.
2. The Term is extended from May 29, 2021 to May 30, 2026, unless terminated sooner under the provisions of the Contract.
3. Exhibit A-1, Pricing to this Amendment is added to the Contract, attached to and incorporated by reference.
4. Exhibit B-1, Statement of Work to this Amendment is added to the Contract, attached to and incorporated by reference.

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All other terms and conditions of the Contract remain unchanged by this Amendment and in full force and effect.

This Amendment may be signed in two (2) or more counterparts, each of which shall be deemed an original, and which, when taken together, shall constitute one and the same instrument. The Parties agree that they may execute this Amendment by electronic means, including the use of electronic signatures.

IN WITNESS WHEREOF, the Parties hereby cause this Amendment to be executed.

Aurigo Software Technologies, Inc.

Authorized Signature Date

Printed Name and Title

Address: _____

Phone: _____

Prepared by Mac Dennis, Senior Procurement Specialist
Sent to Lakshmeesha Hegde via email at Lakshmeesha.Hegde@Aurigo.com

Contract Number: 30005198

Amendment Number: 2

Contract Title: Project Portfolio Management System

CITY OF PORTLAND SIGNATURES

By: _____ Date: _____
Chief Procurement Officer

By: _____ Date: _____
Elected Official

Approved:

By: _____ Date: _____
Office of City Auditor

Approved as to Form:

By: _____ Date: _____
Office of City Attorney

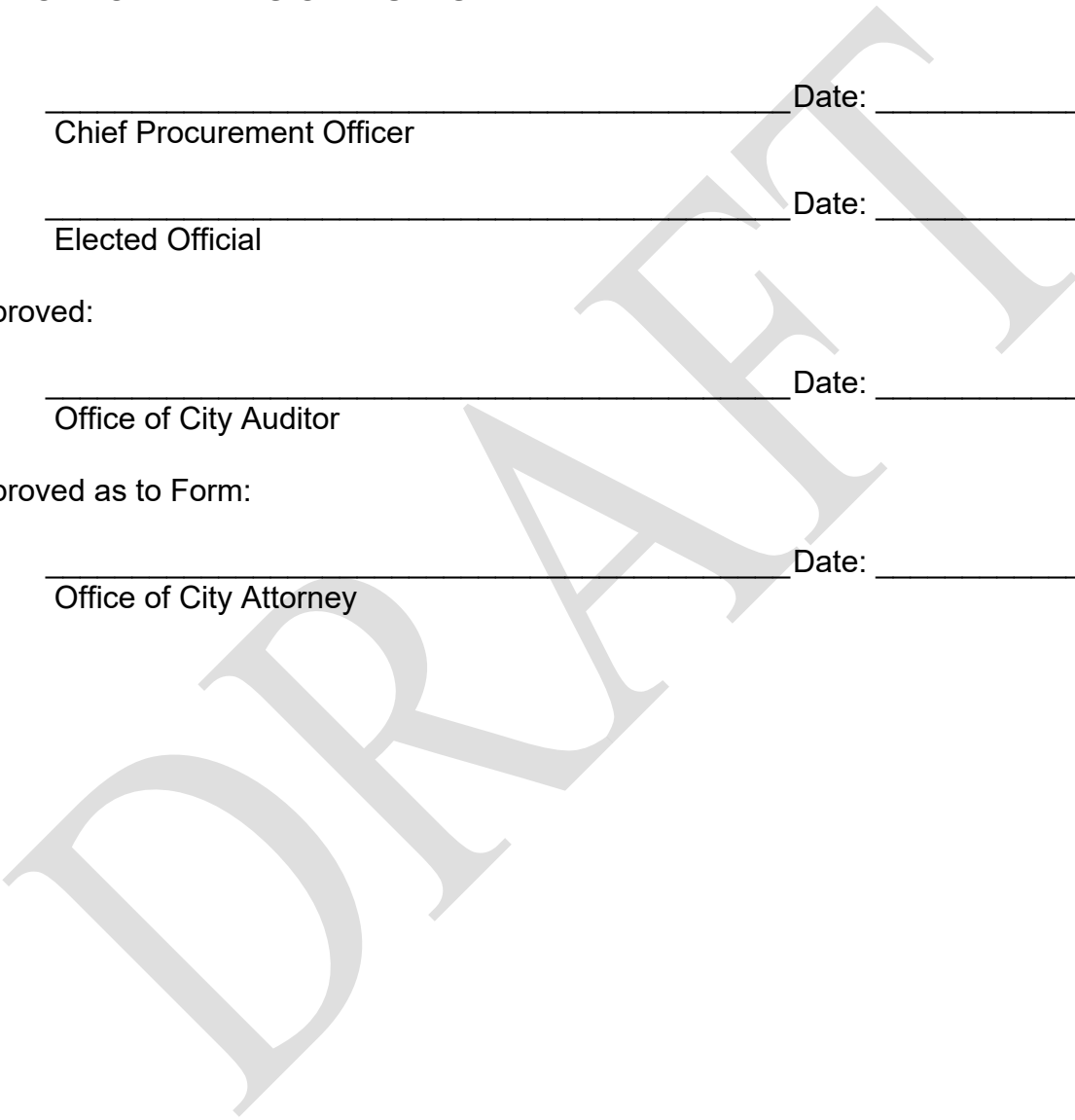


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Exhibit A-1
Pricing

	Subscription fee	Invoice date	City Fiscal Year (FY)
Year 1	\$129,500.00	7/1/2021	FY 2021-22
Year 2	\$129,500.00	7/1/2022	FY 2022-23
Year 3	\$175,000.00	7/1/2023	FY 2023-24
Year 4	\$175,000.00	7/1/2023	FY 2024 -25
Year 5	\$175,000.00	7/1/2023	FY 2025-26

DRAFT

Exhibit B-1
Statement of Work

1, Summary

The scope of services included to this statement of work is for an Amendment to existing CONTRACT NUMBER 30005198 to enter into a new five-year Software Subscription Agreement (SSA), as the present contract expires on **May 29, 2021**. The Amendment revises the expiration date of the Contract to **May 30, 2026**

2. Scope of Service

As part of the renewal, **Aurigo Software Technologies, Inc. ("Contractor")** is shall provide a special discounted price to the Portland Water Bureau (PWB). As part of the renewal, the Contractor shall upgrade PWB's Masterworks to the latest version in Year 1 of the renewal. The upgrade comes with a rich feature list and enhanced capabilities that will improve the user experience and overall benefit to PWB. A list of the key features that you get as part of the upgrade is listed below.

2.1 Masterworks 2021: #	Functionality	Details
1	UI Masterworks Facelift	Revamp of Masterworks Facelift where the color of the application is being altered to make it more modern and standardized. Icon Standardization where all icons are going to be standardized which will be easier for users to understand
2	Workflow simplification	A Simplified version of workflow builder so that end users can create a workflow without any technical knowledge and avoids confusion by hiding all advanced options
3	Form Builder Simplification	A simplified version of form builder so that end users can create a simple form easily, by hiding the advanced options and keeping only relevant options available
4	Auto Invite Feature	Ability to define rules for inviting users automatically to

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		project and contract using pre-defined rules
5	Integration with Autodesk Forge viewer	Integration with Autodesk Forge viewer helping in better rendering and viewing of CADD files through Masterworks
6	Sentiment Analysis	A Natural Language Processing engine to run sentiment analysis, the engine is plugged into Masterworks and can analyze comments and texts entered by users in RFIs, Risks, Issues, etc. to provide the sentiment of the project based on the tone of the text in these forms
7	Schedule Page	Out of the box capability to handle project schedules in Masterworks, the Project schedules can be defined with resources and with necessary predecessor relations, etc. Ability to track planned vs Actual progress for the project using the project schedule feature. Out of the box schedule reports
8	Leadtools Viewer Implementation	Ability to view documents uploaded in Masterworks without the user having to download and open the same in the native viewer. Users can also annotate/mark upon the documents and consolidate the mark-ups by multiple reviewers into a single document. Ability to view and annotate/mark up files on the mobile as well
9	Calendar Implementation	Option to specify a working calendar in the library and define the calendar in Projects, Contracts, and even resources. This will specify

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		the working days, holidays, etc. which will determine the project duration, the project schedule, contract duration, forecast, etc.
10	DocuSign Integration	Integration with DocuSign to allow users (internal and external) to sign documents and attachments
11	Multi-Contract Permissions	Ability to have multiple contracts within a project and handle contract invitations which can be a subset of Project Invitation. This allows users to only be a part of one contract and not in another contract, which will restrict user access based on the invitation.
12	Project Phases	Project Phases feature available in Masterworks where user can define the list of phases required for the project and the timeline for each phase, the phases are then used in the Schedule and Budget to define the detailed schedule for each phase and the forecast for a phase
13	Portfolio Management	Ability to group multiple projects, program, sub-portfolios into a single umbrella of portfolio and report and monitor based on each portfolio. Dashboards and Reports to indicate the progress, cost, etc. of the entire portfolio
14	Enhancements on Enterprise Search	All form fields are available as part of Enterprise Search, with numeric fields having the option to search with a variety of relevant operators like, Between, greater than, less than, etc. UI

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		Enhancements to expand and collapse search criteria and results as required.
15	Vendor Qualification	Out of the box, capability to rank and score vendors performance in a project and overall performance of a vendor. This will allow users to determine if the vendor is qualified or not based on the minimum standards defined by the organization.
16	Enable select all options in Pickers	All pickers can be enabled with a select all option, where user need not select each set of options visible on the page, instead have an option to select the entire list
17	Excel Import/Export of Users	Ability to import users using an Excel Template
18	MS Project Import/Export	Ability to import/export an MS Project schedule file to Masterworks schedule and vice versa. The schedule along with resources can be exported to an MPP file and the Masterworks schedule can also be imported from an MPP file
19	Link Control	A New Control available in the framework which allows users to link a record from any form. This control will allow a user to link a record from any form and navigate to that record
20	Discussion Control	Ability to raise a discussion from one user to multiple users, where each of the users can respond to the discussion. This control can be used in any form
21	AutoComplete Dropdown	A New dropdown control is introduced where users can filter the list of values in the dropdown as they start typing

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22	Revamped RFI	A new revamped RFI where a contractor can raise a question and the same can be passed to multiple stakeholders to discuss and then the responsibility for the same can be provided back to the contractor
23	RFP	A new Out of box Request for Proposal form where the user can get an RFP created from an RFI which can be used to define the impact on the contract and the estimate of the proposed changes. An RFP can then get converted to a Change Order
24	Issue Log	Ability to log and track issues within a project, dashboards, and reports to indicate open and critical issues
25	Risk Register	Ability to track and monitor risks in a project, define risk grades to highlight critical risks and mitigation action for the risks. Dashboards and Reports to highlight Open Risks
26	Minutes of Meeting	Out of the box, capability to record the minutes of a meeting, record the invitees meeting notes agenda, etc.
27	Revamped Submittals, Submittal Package and Transmittals	Submittals can now be grouped into a single package, where the whole package can be transmitted. Handling submittals and submittal package revisions. Ability to generate Transmittal reports automatically
28	Project Needs	Ability to identify the needs or requirements of a project. Needs can be identified and then utilized in a project

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29	Reports and Dashboards	Multiple new Out of box reports and dashboards for Project Management, Contract Management, Risk and Issues, etc. Multiple Out of box existing reports redesigned to make it more meaningful
30	Unit Price Search	Ability to use historic data to determine the unit price of bid items using the least square regression method. The graph to plot the historic data and suggested price for a bid item based on historic data
31	GIS	Out of the box GIS Mapping capability where a map control can be placed in any form which allows users to mark the location or draw on a map. This is done using ESRI integration where the data in ESRI and Masterworks is kept in sync. Enterprise Map viewer allows users to show all locations marked across all projects
32	Permissions revamp	The permissions page has been revamped to show a hierarchical structure allowing users to easily find a form and its associated permissions. The main permissions are always at the front where additional permissions are available on demand. An export and import capability of permissions using excel template
33	Document Management Enhancements	Ability to define different document properties for different folders and also permissions to be folder specific

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34	Document Search	Document Search is revamped such that users can search for a specific folder, across multiple projects and contracts and with any document properties assigned to the documents. The search results can be exported to excel and also the documents can be downloaded from the search page. Attachments in a form can also be searched using the document search
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Note: Upgrade does not include additional configurations to the forms and workflows that come out of the box as part of the upgrade. Upgrade activity does not include updating any PWB specific help content that was created as part of the implementation.

3, Pricing and Payment

3.1 The Contractor's Annual Subscription Fees

Below is a special price for PWB for a 5-year contract renewal:

Product and services part of the subscription fee
Annual subscription fee (300 users)
Includes 2 TB data storage
99.5% Uptime
Includes server-side hosting
Includes Mobile App
Includes out of the box GIS
Email and Telephonic Support 8 am CST - 5 pm CST (Mon - Fri)
Project Management, Document Control, and Mobile Modules
100 hours of concierge services from Year 3 through Year 5
Upgrade to the latest version of Masterworks at the time of contract renewal

- Out of the box, GIS capability shall be enabled as part of the upgrade at the time of renewal
- Unused concierge hours of a certain year may be rolled over to the next year and not beyond
- Concierge hours from the immediate future year can be used if PWB needs to consume more than 100 hours for a year
- If PWB wants additional services (such as integration, additional Masterworks products), the cost for the Product and Implementation shall be negotiated on a case by case basis

3.2 Payment Terms

- The prices provided are exclusive of any applicable taxes.
- 100% payment of Annual fee payable on July 1, 2021 and every year through June 30, 2026
- On or before the 15th of each month, the Contractor shall submit to the City an invoice for work performed by the Contractor during the preceding month. The invoice shall contain the City's Contract Number and set out all items for payment including, but not limited to: the name of the individual, labor category, direct labor rate, hours worked during the period, and tasks performed.
- Invoices submitted to the Water Bureau Finance Department via email and includes the appropriate required information as outlined below in the Price Agreement and includes all supporting documentation relating to charges expressed on the invoice.

The invoice shall be emailed to wbaps@portlandoregon.gov.

- It is the City's policy to pay its Contractor invoices via electronic funds transfers through the automated clearing house (ACH) network. To initiate payment of invoices, Contractor shall execute the City's standard ACH Vendor Payment Authorization Agreement. Upon verification of the data provided, the Payment Authorization Agreement will authorize the City to deposit payment for services rendered directly into Contractor accounts with financial institutions. All payments shall be in United States currency.

IMPACT STATEMENT

Legislation title: Amend contract with Aurigo Software Technologies, Inc., for an additional five years for the continued use of the Capital Project Management Software System in the amount of \$784,000 (Ordinance; amend Contract No. 30005198)

Contact name: Joe Broberg, P.E., PMP, PMI-ACP, Construction Manager

Contact phone: (503) 823-7622 / (503) 823-1289

Presenter name: Teresa K. Elliott, P.E., Chief Engineer
Jodie Inman, P.E., Design Engineering Manager

Purpose of proposed legislation and background information:

The Portland Water Bureau is responsible for over \$8 billion in system assets with the Portland Water Bureau's Engineering Services Group managing 50 to 70 construction projects every year. Each construction project requires project, budget, and resource management.

On May 4, 2016, Portland City Council passed Ordinance No. 187720 authorized the Portland Water Bureau to use the cooperative procurement method; and, for the Chief Procurement Officer to execute a Contract in accordance with City Code 5.33.140, to provide the Capital Project Management Software System known as Masterworks. Upon authorization, the Portland Water Bureau entered into Contract 30005198 with Aurigo Software Technologies, Inc.

The Portland Water Bureau uses Masterworks, a configurable capital project management software system, to manage construction projects. Masterworks enables online collaboration between contractors and City project managers, handles internal project documents using automated workflows and approvals, schedules resources, and provides mobile access. The use of this software's consolidated business processes streamlines collaboration between contractors and Portland Water Bureau staff.

The purpose of this legislation is to extend Contract 30005198 with Aurigo Software Technology, Inc., for an additional five years and increase funding. This will allow the continuation of the online collaboration and continue to consolidate current business process management into a single hosted configurable software environment. Additionally, it will eliminate redundant data entry, continue to assist in minimizing the use of paper documentation, empower field crews with mobile devices and continue to improve efficiency and timeliness of project reporting. This legislation does not change any City policy and no revenues will be impacted by this legislation.

Financial and budgetary impacts:

The amendment adds an additional \$784,000 to the original Contract amount of \$825,000 bringing the total Contract amount to \$1,609,000. Funding in the amount of \$129,500 has been requested in the FY 2021-22 Budget and will be requested in the FY 2022-23 Budget. Funding of \$175,000 will be requested in FY 2023-24 through FY 2025-26 Budgets.

No positions will be created, eliminated, or re-classified as a result of this legislation.

Community impacts and community involvement:

This legislation supports an amendment to an existing Contract for internal capital project management software which processes construction contracts for a portfolio of projects, handles project documents using automated workflows and approvals, schedules resources, and provides mobile access. Because this is an internal software package that is used by the Portland Water Bureau staff, there are no known community impacts and no future public involvement is anticipated or necessary for this request.

100% Renewable Goal:

This effort decreases the City's energy use by continuing to displace paper driven practices and procedures. Prior to this Contract, our Construction Management collaboration practices were invested in printing and distribution of paper-based work products. As of today, our practices integrate a paperless distribution of work products representing an overall reduction in the use of energy.

Budgetary Impact Worksheet

Does this action change appropriations?

- YES:** Please complete the information below.
- NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount