

**DATE: MARCH 9, 2015**

**FROM: INFORMATION TECHNOLOGY**

**SUBJECT: RESOLUTION NO. \_\_\_\_\_ - AGREEMENT WITH TRINUS CORPORATION FOR SPECIALIZED ENGINEERING AND CONSTRUCTION APPLICATIONS MAINTENANCE AND SUPPORT SERVICES**

**SUMMARY:**

The City of Los Angeles Harbor Department (Harbor Department) is requesting approval to enter into an agreement with Trinus Corporation (Trinus) to provide specialized information technology (IT) services for construction and engineering-specific computer-based applications. These specialized services will augment Harbor Department staff on an as-needed/on-call basis. The recommendation of Trinus Corporation is based on a competitive Request for Proposals (RFP) process performed by the Harbor Department. The term of the proposed agreement is two years, with an option to extend the agreement by one additional year. The amount of the proposed agreement is not-to-exceed \$645,000.

Trinus is a certified Small Business Enterprise (SBE), therefore one hundred percent of this agreement will apply towards the Harbor Department's SBE objective. Trinus is based in Glendale, California.

Specialized engineering and construction applications maintenance and support under the proposed agreement with Trinus will be the financial responsibility of the Harbor Department.

**RECOMMENDATION:**

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that in accordance with the Los Angeles City Charter Section 1022, the services required can be performed more feasibly by an outside contractor than by City employees;

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2. Approve the agreement with Trinus Corporation for a term of two years, with an option to extend the agreement by one additional year, at an amount not-to-exceed \$645,000;
3. Authorize the Executive Director to execute and the Board Secretary to attest to the agreement; and
4. Adopt Resolution No. \_\_\_\_\_.

**DISCUSSION:**

Background/Context– The Information Technology Division (ITD) provides computer and communications systems support to over 1,000 computer users at the Harbor Department. The support services include help desk, computer desktop support, data center, servers, storage, network, software applications, telephones, cellular services, security systems and related IT services. ITD staff provides most of these services directly, but also uses consultants when needed.

The Construction and Engineering Divisions' responsibilities include providing, managing, designing, and overseeing construction projects of all Harbor Department assets. This includes buildings, backland, roadways, rail tracks, wharves, utility systems, passenger terminals, bridges and waterfront developments. Additionally, in the event of an emergency, the construction and engineering staff must be able to quickly assess and repair Harbor Department facilities to resume business and tenant operations. To perform these responsibilities, specialized computer systems are used, such as the Project Information Controls System (PICS), AutoCADD, Buzzsaw, Blue Beam, Facility Map, 3-D software, Cumulus media server, Trimble GeoMatics, Primavera, structural analysis software, and other construction and engineering-specific software and hardware. Additional expertise is required, on an as-needed/on-call basis, because of the many different systems and technology platforms.

Proposed Agreement– The proposed agreement will be used to augment ITD staff with specialized IT services on an as-needed/on-call basis. The expected scope of services includes:

- Migration to new release of Applications and Standard Technologies: The proposed agreement will be used to assist in the migration and updates of software applications and systems to new releases.
- Integration with other systems: In order to improve efficiencies, construction and engineering systems will be integrated with other Harbor Department information systems. The proposed agreement will be used for the services to build the system interfaces that can electronically exchange data and reduce manual processing.

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- Support for existing Construction and Engineering Systems: While Harbor Department staff can support the standard technologies, it is not feasible to support the many specialized systems. Sufficient resources that are proficient in a variety of technologies are needed, usually on an intermittent basis and on short notice. The proposed agreement will also be used to perform necessary system upgrades.

The previous agreement for specialized engineering and construction systems maintenance and support was for as-needed/on-call services similar to the proposed agreement. The Board approved the previous agreement with Trinus at its May 19, 2011 meeting for an amount not-to-exceed \$900,000 and a term of three years.

The proposed agreement is for a not-to-exceed amount of \$645,000 over three years, or \$215,000 per year. This is approximately \$100,000 less per year than the average of the previous agreement, in spite of providing more specialized services at a higher skill level. The reduction is primarily due to more work being performed in-house, which is an on-going ITD objective.

Evaluation and Selection– The recommended vendor, Trinus, is based on a competitive RFP process. The Harbor Department released an RFP on October 8, 2014 with a due date of November 5, 2014. A total of three proposals were received (Transmittal 1). The selection team was comprised of two staff members from the ITD, one staff member from the Engineering Division, and one external rater from the Port of Long Beach. The proposals were evaluated based on the RFP criteria: 30% for firm qualifications, experience and references; 25% for rates, fees and budget control; 20% for project organization, personnel and staffing; 15% for project approach, work plan, management and timeline; and 10% for quality and responsiveness of the proposal. Due to the complexity of specialized IT services, the team conducted a very thorough evaluation process over several months.

Based on the RFP selection criteria, Trinus was determined to be the best qualified for this work (Transmittal 2). Trinus' proposal demonstrated a strong commitment to delivering a high level of service at a competitive price. The proposed agreement is for a not-to-exceed amount of \$645,000 with a term of two years, with an option to extend the agreement for one additional year.

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**ENVIRONMENTAL ASSESSMENT:**

The proposed action is approval of an Agreement with Trinus for on-call specialized IT services in support of the Construction and Engineering Divisions. As an administrative activity, the Director of Environmental Management has determined that the proposed action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

**ECONOMIC BENEFITS:**

Approval of the proposed Agreement will support 8 direct and 6 secondary one-year equivalent jobs for the five-county region.

**FINANCIAL IMPACT:**

Approval of the proposed \$645,000 agreement with Trinus authorizes the ITD to retain specialized IT services for the Construction and Engineering Divisions. The proposed amount on an annual basis is \$215,000, which is less than the historical amount of approximately \$300,000 per year. Funds for FY 2014/2015 in the amount of \$65,000 are currently budgeted in Account 54310, Center 0310, Program 000. Upon Board approval, future fiscal year funds, as shown in the table below, will be requested to be budgeted as part of the annual budget adoption process:

<b>Fiscal Year</b>	<b>Anticipated Amount</b>
2014/2015	\$65,000
2015/2016	\$ 215,000
2016/2017	\$ 215,000
2017/2018	\$ 150,000
<b>Total Not-to-Exceed Amount</b>	<b>\$ 645,000</b>

A Termination for Non-Appropriation of Funds Clause (also known as a Funding Out Clause) is included in the Agreement.

Office space for one consultant will be used within the space reserved for the Engineering Division. Staff will not be displaced. This office space will be needed for the duration of the proposed agreement.

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**CITY ATTORNEY:**

The Office of the City Attorney has reviewed and approved as to form and legality the proposed agreement with Trinus Corporation.

**TRANSMITTALS:**

1. List of Proposers
2. Evaluation Results
3. Agreement with Trinus Corporation

FIS Approval: MB (initials)  
CA Approval: CPM (initials)



LANCE KANESHIRO  
Chief Information Officer



RONALD J. BOYD  
Chief of Public Safety & Emergency Management

APPROVED:



EUGENE D. SEROKA  
Executive Director

LK/cp