



Nine Mile Creek Discovery Point
12800 Gerard Drive

Eden Prairie, MN 55346

(952) 835-2078

www.ninemilecreek.org

MEMO

TO: Nine Mile Creek Watershed District Board of Managers
FROM: Randy Anhorn
DATE: November 13, 2019
RE: Permit and Cost-Share Grant Inspection and Tracking Software

Background

Staff has been looking to find a comprehensive permit and cost-share inspection/tracking software package to make the inspection, tracking/data management and reporting more comprehensive and efficient. We recently met with Houston Engineering Inc. (HEI) for a demonstration of their permit and cost-share inspection and data management software – MS4Front.com. The original MS4Front software, which focused on MS4 permittees to help them track compliance needs, has been tailored to meet the needs of numerous watersheds to streamline the data management and reporting of their permit, cost-share grant and operations and maintenance programs.

With limited staff, the software will increase the efficiencies of our permit and cost-share grant programs through the customization to our needs such as the creation auto generated reporting and correspondence forms, development of mobile inspection apps, tracking permit and BMP inspection and maintenance activities with automatic notifications, and combining fully-integrated mapping functionality with various GIS layers.

As a result of the demonstration, I asked HEI for a proposed scope of work (SOW) for implementing their MS4Front data management solution for our permitting, cost-share grant and operation and maintenance program needs.

Attached is the proposed SOW which includes estimated costs for various set-up and configuration, data migration and testing tasks as well as the first year of the software subscription fee which includes the management of the overall project, training and hosting (subsequent annual subscription fees would be considerably less). In addition, the proposal identifies additional “ala carte” modules (shown on page three) that could be added at a later date such as creating a publicly available webpage for applicants to submit online permit and cost-share grant applications (and could be tweaked to include online pay) and contacts aggregation.

I am still in conversations with HEI on how estimated costs for each task could change if we wanted to add a few more customized reports (more than the six proposed in the SOW) and mobile app inspection forms (five were proposed in the SOW) under Task 1 and how estimated costs for Task 2- “Data Migration” may change if we doing much of the front end work preparing the existing data for the eventual migration.

Request

Authorize the Administrator, on advice of counsel, to enter into an agreement with Houston Engineering Inc., to complete decided upon portions of the SOW in an amount not to exceed a determined amount.