

## Memorandum

**To:** Programs, Projects and Operations Subcommittee  
**Re:** Papillion Creek Watershed Partnership Software Purchase  
**Date:** March 1, 2010  
**From:** Lori Ann Laster, Stormwater Management Engineer

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On February 25, 2010 the Executive Committee of the Papillion Creek Watershed Partnership (PCWP) voted to request that the NRD Board, as Administering Agent for the PCWP, approve the disbursement of PCWP funds to purchase of CBI Systems, LTD MS4Web Software for use by PCWP members and to enter into a yearly service contract for licensing and technical support for the software.

The MS4Web Software is a web-based computer program used to track activities required by National Pollutant Discharge Elimination System (NPDES) permits. The software will allow the PCWP to maintain databases that are accessible by all members to track monitoring data and activities, as well as automatically generate reports that are required by the NPDES permit. The software will also aid in the event of an EPA audit of an individual community. The program will be customized by CBI to fit the specific requirements of the communities' stormwater management plans (SWMP). All data will be kept in a centralized location and will be easily accessible by each PCWP member.

The total price of the purchase will not exceed \$30,354.02. This price includes \$15,279.02 for the initial software purchase, \$10,000 for software customization, \$3,000 for SWMP setup, and \$2,075 for a one-day training session for PCWP members. The PCWP will be charged a yearly fee of \$4,020 for licensing renewal and technical support. The PCWP currently has \$59,310 in the budget to use towards planning and implementing structural and non-structural strategies.

- **Recommendation that the General Manager be authorized to execute for the Papillion Creek Watershed Partnership the purchase of CBI Systems, LTD MS4Web Software in the amount not to exceed \$30,354.02 and to enter into a yearly service contract with CBI Systems, LTD in the amount of \$4,020 per year**



December 10, 2009

James Kee  
 City of Omaha  
 5600 S. 10th Street  
 Omaha, NE 68107  
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 Email: [James.Kee@ci.omaha.ne.us](mailto:James.Kee@ci.omaha.ne.us)

**Re: Software Quote: MS4 Web™ Professional + Self-Hosting Estimate**

Dear James:

CBI Systems is pleased to provide MS4 Permit Manager web-based software pricing for:

**MS4 Web™ Professional (Annual Rate):** Quantity Discount Pricing based on group purchase of 5-14 MS4 Entities on a yearly basis:

	MS4 Web™				Yearly Rate
				5-14 Entities	At 25% of Initial Rate
	<b>MS4 Entity</b>	<b>Population</b>	<b>\$.06/per capita/Year No Discount</b>	<b>5% Discount</b>	
1	Bellevue	44,382	\$2,662.92	<b>\$2,529.77</b>	<b>\$665</b>
2	Boys Town	818	\$1,200.00	<b>\$1,140.00</b>	<b>\$300</b>
3	Gretna	2,355	\$1,200.00	<b>\$1,140.00</b>	<b>\$300</b>
4	La Vista	11,699	\$1,200.00	<b>\$1,140.00</b>	<b>\$300</b>
5	Omaha	396,069	\$6,000.00	<b>\$5,700.00</b>	<b>\$1500</b>
6	Papillion	16,363	\$1,200.00	<b>\$1,140.00</b>	<b>\$300</b>
7	Ralston	6,314	\$1,200.00	<b>\$1,140.00</b>	<b>\$300</b>
8	Sarpy County	23,671	\$1,420.26	<b>\$1,349.25</b>	<b>\$355</b>
	<b>Totals</b>		<b>\$16,083.18/yr</b>	<b>\$15,279.02</b>	<b>\$4,020.00</b>
	<b>Yearly Discount Savings</b>			<b>\$804.16/Year</b>	

**MS4 Web™ Professional (Annual Rate):**

This includes licensing, link to ESRI ARC IMS mapping software, technical support, maintenance, and web hosting on a yearly basis.

- Monthly payments can be made.
- Credit cards are accepted.

**Self-Hosting Customization + MS4 Web™ Professional:** **\$10,000.00**

Estimated Cost – Configuration and Set up to be billed on an Hourly Basis in Time and Materials.

- Cost will not exceed amount without proper authorization
- Note: Software updates paid by the upgrade (i.e., approximately \$1,000 per redeployment)

**(Optional) Stormwater Management Program Setup – Enter SWMP, BMPs, etc.**

Estimated Cost (Review of SWMP Required for exact cost) **\$3,000.00**

Note: If the SWMPs are the same, then one price will apply for the group. If the SWMPs are all different, then the cost would be per entity.

**(Optional) MS4 Web™ 5.0 Software Training (Shared Expense)** **\$1,500.00/day**

- One-day, onsite, hands-on class.
- Classroom to be coordinated by the City with as many computers or laptops as deemed necessary for each trainee to be on a computer or sharing one.
- Training Manuals will be provided for up to ten attendees.

If you have any questions, please feel free to contact me at (847) 201-1604 or my cell at (847) 738-1605.

Sincerely,

Alisa Peterson

**Alisa Peterson**  
**CBI Systems LTD.**  
**(847) 201-1604**  
**alisapeterson@comcast.net**

**Payment Made To:**  
**CBI Systems LTD.**  
**3120 Fannin Street**  
**Beaumont, TX 77701**  
**www.cbi-systems.com**  
**PH: (409) 835-3095**  
**Fax: (409) 833-0317**

**Papillion Creek Watershed Partnership**  
**2010 Budget**

Task	Costs		
<b>#1 Public Education and Outreach</b>			
1.A Household Hazardous Waste Public Info	\$ -		
<b>1.B Public Service Announcements (PSAs)</b>			
Update PSA Content	\$ 3,000.00		
Pay for some Air Time	\$ 15,000.00		
<b>1.C Stormwater Drain Markers</b>			
Procurement	\$ -		
Installation	\$ -		
<b>1.D Sediment and Erosion Control Seminar</b>			
	\$ -		
<b>1.E Pet Waste Outreach</b>			
	\$ -		
<b>1.F Public BMP Display and Materials</b>			
	\$ 3,000.00		
<b>1.G Web Site</b>			
	\$ 3,500.00		
Annual Reporting	\$ 800.00	Total Task Costs	\$ 25,300.00
<b>#2 Public Participation and Involvement</b>			
<b>2.A Stormwater Hotline Administration</b>			
	\$ -		
<b>2.B Public Meetings</b>			
Planning and Materials	\$ 8,000.00		
<b>2.C Stream and Lake Clean-up Day</b>			
	\$ 34,000.00		
<b>2.D Under the Sink Tours</b>			
	\$ -		
Annual Reporting	\$ 800.00	Total Task Costs	\$ 42,800.00
<b>#3 Illicit Discharge Detection and Elimination</b>			
<b>3.A Storm Water Outlet Inspection</b>			
Define Protocols (e.g., Numbering System, Data Collection)	\$ 2,000.00		
Inspect Existing and New Outfalls	\$ -		
<b>3.B Illicit Discharge Ordinance Enforcement</b>			
	\$ -		
<b>3.C Complaint Inspection and response</b>			
	\$ -		
<b>3.D Enforce Illicit Discharge Connections</b>			
	\$ -		
<b>3.E Prevent Sanitary Sewer Leakage</b>			
	\$ -		
<b>3.F GIS Sewer System Map</b>			
	\$ -		
<b>3.G Prevent, contain and respond to spills</b>			
	\$ -		
Annual Reporting	\$ 800.00	Total Task Costs	\$ 2,800.00
<b>#4 Construction Site Runoff Control</b>			
<b>4.A Maintain Construction Site Reporting Web Site</b>			
Modify Program	\$ 3,000.00		
Train Inspectors	\$ 5,000.00		
<b>4.B Perform Construction Site Inspection</b>			
	\$ 82,000.00		
<b>4.C Maintain Regulations and Design Specifications</b>			
	\$ 10,000.00		
<b>4.D Provide Professional Review of Grading Plans</b>			
	\$ 20,000.00		
Annual Reporting	\$ 800.00	Total Task Costs	\$ 120,800.00
<b>#5 Post-Construction Runoff Control</b>			
<b>5.A Develop and Maintain Post-Construction Guidance Document</b>			
	\$ 6,000.00		
<b>5.B Develop and Maintain Database of Post-Construction BMPs</b>			
	\$ 6,000.00		
<b>5.C Post-Construction Site Inspection Program</b>			
Develop Site Inspection Program	\$ 780.00		
Perform Site Inspections (Years 1 & 2)	\$ 3,610.00		
Perform Site Inspections (Years 3 to 5)	\$ 7,030.00		
<b>5.D Maintain Stormwater BMP and Maintenance Plan</b>			
	\$ 10,000.00		
<b>5.E Plan and Implement Structural and Non-structural Strategies</b>			
	\$ 59,310.00		
Annual Reporting	\$ 800.00	Total Task Costs	\$ 93,530.00
<b>#6 Pollution Prevention/Good Housekeeping</b>			
<b>6.A MS4 Maintenance Facility SWPP</b>			
	\$ -		
<b>6.B Storm Sewer Inspection and Cleaning</b>			
	\$ -		
<b>6.C Employee Training Program</b>			
Develop Training Program and Materials	\$ 2,000.00		
Conduct Annual Training	\$ -		
<b>6.D Street Cleaning</b>			
	\$ -		
<b>6.E Pesticide Training</b>			
	\$ -		
<b>6.F Minimize Pesticide and Fertilizer Use on Public Property</b>			
	\$ -		
Annual Reporting	\$ 800.00	Total Task Costs	\$ 2,800.00
<b>#7 Storm Water Monitoring Plan</b>			
<b>7.A Outfall Water Quality Monitoring</b>			
Develop QA/QC Plan	\$ 500.00		
Conduct Outfall Monitoring	\$ 19,000.00		
<b>7.B Stream Quality Monitoring</b>			
Develop Monitoring Plan including QA/QC	\$ -		
NDEQ Basin Monitoring	\$ 7,000.00		
Continue Stream Monitoring	\$ 49,000.00		
Conduct BMP Monitoring	\$ 23,000.00		
Annual Reporting	\$ 1,700.00	Total Task Costs	\$ 100,200.00
		<b>Total PCWP Costs</b>	<b>\$ 388,230.00</b>

Revenue	Amount
Carryover from 2009	\$ 19,230.00
Partner Contributions	\$ 369,000.00

**Total PCWP Revenue \$ 388,230.00**