



City of Waukesha
201 Delafield Street
Waukesha, WI 53188
Tel: 262.542.3700
waukesha-wi.gov

City of Waukesha Cover Sheet

Committee: Information Technology Board	Meeting Date: 11/5/2025
ID Number: 25-02380	Ordinance/Resolution Number (if applicable):
Name of Submitter: Chris Pofahl	Target Next Board/Council Meeting Date: 11/18/2025
Agenda Item Title: Review and possible action on the approval of the Oversight Project Management scope of work with Winbourne Consulting for the CAD/RMS Project not to exceed \$238,120.00.	

Issue Before the Board/Council: Consideration of a continued strategic partnership with Winbourne Consulting through an Oversight Project Management agreement for the CAD/RMS Project.
Options & Alternatives: 1. Full Project Management 2. Oversight Project Management 3. Project Management Block of Hours 4. No Project Management
Additional Details: Winbourne Consulting has provided essential support throughout this project — from developing the RFP and assisting with vendor selection to participating in contract and SOW negotiations. As the project transitions into the implementation phase, it will be important to engage a project manager with direct CAD/RMS implementation experience to help oversee this next stage. Winbourne brings extensive real-world experience in CAD/RMS implementation and project management. Their lead consultant began this work in 1998 as a Police Division Commander, responsible for procuring and implementing a CAD/RMS system serving an entire jurisdiction — including the Emergency Communications Center, Police, Fire, and EMS. Following that successful



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implementation, he was invited to assist numerous Public Safety Departments across Florida and other states with their CAD/RMS projects. Since retiring from public service in 2008, he has served as a consultant, leading or co-managing numerous CAD and CAD/RMS implementations across the country.

Recent projects include:

- City of Suffolk, Virginia
- City of Waco, Texas and adjacent jurisdictions
- City of Milwaukee, Wisconsin
- City of Savannah/Chatham County, Georgia (over 24 departments)
- City of Virginia Beach, Virginia
- Seminole County, Florida (nine fire departments on a consolidated CAD/Mobile system)
- City of Westminster, Colorado
- San Mateo County, California
- New York City Fire Department (FDNY)

Winbourne has presented the City with three project management options. Staff is recommending Option 2: Oversight Project Management, which provides a balanced approach, sharing project management responsibilities between the City and Winbourne.

What is the Strategic Plan Priority this item relates to:

Service in Excellence, OBJECTIVE 2 Leverage technology solutions to enhance efficiencies in service delivery to streamline processes, reduce costs, and improve the quality of services.

What impact will this item have on the Strategic Plan Priority?

Engaging Winbourne Consulting for Oversight Project Management will directly support the City's goal of leveraging technology to enhance service delivery. By ensuring experienced guidance during the CAD/RMS implementation phase.

Financial Remarks:

The oversight proposed base price is \$120,900.00 with optional tasks that can be selected ala carte. If all optional tasks are selected, the total would be \$238,120.

Suggested Motion:

Motion to approve the Oversight Project Management scope of work with Winbourne Consulting for the CAD/RMS Project, in an amount not to exceed \$238,120.00, including base services and optional tasks as selected by City staff.



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Reviewed By:

Finance Director Joseph P. Ciurro	Date Reviewed 10/29/2025
City Attorney 	Date Reviewed 21 Oct 2025
City Administrator Anthony Brown	Date Reviewed 10/16/2025