



Agenda Date: 11/16/2016
Agenda Placement: 8B

Napa Sanitation District Board Agenda Letter

TO: Honorable Board of Directors
FROM: Timothy Healy - General Manager
NS-Technical Services/Engineer
REPORT BY: Robin D. Gamble, ASSET MANAGEMENT ANALYST I - 258-6000 x-531
SUBJECT: Approve Task Order for the Asset Management Plan

RECOMMENDATION

Authorize the Purchasing Agent to execute Task Order 52 with GHD to provide engineering services to prepare the Asset Management Plan in the amount of \$174,680.

EXECUTIVE SUMMARY

Goal 1D of the Board's Strategic Plan is to develop and asset management program that will help the District to be proactive in addressing the management of its infrastructure. The program will result in better prioritization of maintenance, repair, and replacement of assets. The Asset Management Plan (AMP) is the first step to implementation of an asset management program.

Staff issued a Request for Proposals and selected GHD to prepare the AMP for the District. The AMP will serve as a roadmap for the District to follow for implementation of the asset management program for the next 5 to 7 years. The AMP will include workshops conducted by GHD with Staff, a gap assessment, development of an asset management framework, software and database evaluation, resource needs, and an implementation plan.

It is anticipated that presentations to the Board will occur at critical milestones during development of the asset management program to discuss progress and obtain direction from the Board on policy issues.

The schedule for preparing the plan starts in November 2016 and concludes in May 2017. A draft AMP will be submitted to staff for review in March 2017 so that budgetary numbers for asset management resources can be incorporated into the FY 2017/18 budget .

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The total budget for this project in the FY 2016/17 operating budget is \$250,000. Sufficient funds are available to cover this Task Order.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	The item is a Board Strategic Plan Goal.
Is the general fund affected?	Yes
Future fiscal impact:	None.
Consequences if not approved:	District staff will prepare the plan. District staff does not have the expertise to adequately develop an Asset Management Plan.

Additional Information:

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

Staff issued a Request for Proposals to four (4) engineering firms to prepare an Asset Management Plan (AMP) for the District. Three (3) firms submitted proposals and two (2) firms were interviewed (Carollo and GHD). GHD was selected by staff to prepare the AMP for the District.

SUPPORTING DOCUMENTS

A . Task Order No. 52 - GHD

B . Presentaiton - GHD

Napa Sanitation District: Approve

Reviewed By: Timothy Healy