



Agenda Date: 5/2/2018
Agenda Placement: 8E

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 Manager - (707) 258-6031
SUBJECT: Award Task Order for the CMMS Software Procurement and Implementation

RECOMMENDATION

Authorize the Purchasing Agent to execute Task Order with Timmons Group to provide Computerized Maintenance Management System (CMMS) implementation and software in the amount of \$317,882.50.

EXECUTIVE SUMMARY

This Task Order with Timmons Group is for the purchase and implementation of the Cityworks Computerized Maintenance Management System (CMMS) software in the amount of \$317,882.50 (\$277,882.50 for implementation and \$40,000 for software). The Asset Management Plan indicated replacement of NapaSan's obsolete CMMS software (Hansen and MP2). Timmons Group was selected for purchase and implementation of the CMMS software through a competitive selection process. Staff issued an RFP for a CMMS and received five proposals. Each firm performed a live demonstration of their product and staff determined that the Timmons Group with the use of the Cityworks CMMS was the most qualified and best suited to meet the needs of NapaSan.

Timmons Group's scope for software implementation includes: project initiation, software installation, software configuration, documenting NapaSan's current workflow, software integration with other NapaSan software packages, development of custom reports, user acceptance testing, training for software users and software administration, and ad-hoc support.

Staff elected to migrate to Cityworks, a GIS-centric CMMS. Cityworks will be used to track assets, service requests, work orders, and asset conditions assessments for NapaSan's infrastructure. Currently, Staff use three different software packages with three different databases to manage assets. A benefit of migrating to Cityworks is that staff will be working with one common database and updates to asset information will be shared agency wide. Another benefit of migrating to Cityworks is that NapaSan currently has linear assets (collection system piping) in a GIS database and, being GIS-centric, Cityworks is capable of building on NapaSan's existing system instead of

redoing work that is already done. The other CMMS packages proposed were not GIS-centric and limited the ability to capitalize on an existing resource.

The implementation period is anticipated to occur over approximately an 15 month period.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	The total budget for procurement of software is \$625,000. Sufficient funds are available to cover this Task Order.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	This item was one of the Phase 1 tasks identified in the Asset Management Plan. Additionally, this work will replace NapaSan's existing CMMS that are unsupported.
Is the general fund affected?	Yes
Future fiscal impact:	Implementation is anticipated to take approximately 15 months and therefore the funds will be carried forward into the next fiscal year. Also, there will be future annual software licensing fees of \$40,000 in year 2, \$50,000 in year 3 and \$60,000 in year 4 and year 5 however these fees are typical with any CMMS software package. The anticipated annual software licensing fee after year 5 is anticipated to be approximately \$60,000 per year.
Consequences if not approved:	Staff will continued to populate information in multiple databases and use unsupported software.
Additional Information:	GHD was selected to prepare NapaSan's Asset Management Plan and they have been assisting with Phase 1 tasks. It is anticipating that a Task Order with GHD for additional support in the amount of approximately \$170,000 during implementation will come before the Board at a future date.

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

Goal 1b of the Board's Strategic Plan for 2017 – 2019 is to continue implementing an asset management (AM) program that will help NapaSan to be proactive in addressing the management of its infrastructure.

Asset management is a management approach that balances levels of service (LOS) with cost of service (COS) at a level of risk that is acceptable to the Board. Levels of service are dynamic and evolve with the adoption of new regulatory requirements and in response to shifting economic and social priorities within the service area. Best practices for NapaSan are unique to our agency and the asset management program is structured to be fit-for-

purpose and flexible.

The Asset Management Plan, which is a roadmap for implementing a more robust asset management program was presented to the Board in July 2017. The plan broke the implementation of the asset management program down into four phases.

The Asset Management Plan provides a roadmap for implementing the asset management program, which consists of four phases:

- Phase 1 – Refine existing asset management practices and replace CMMS
 - Phase 1A – Necessary improvement tasks
 - Phase 1B – CMMS implementation
 - Phase 1C – Planning tasks and Phase 2 preparation tasks
- Phase 2 – Prepare tactical asset management plans
- Phase 3 – Optimize data-driven decision making
- Phase 4 – Review and refine the asset management program

The Board has authorized staff to proceed with Phase 1. At this time, Staff has been working on Phase 1A items only. Staff will provide an update to the Board later this calendar year with recommendation for future asset management efforts.

SUPPORTING DOCUMENTS

- A . Task Order - Timmons Group - CMMS
- B . Presentation Slides

Napa Sanitation District: Approve

Reviewed By: Timothy Healy