



Agenda Date: 6/6/2018
Agenda Placement: 7K

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 Holley, Asset Management Analyst - (707) 258-6031
SUBJECT: Award Task Order for the CMMS Software Implementation Assistance

RECOMMENDATION

Authorize the Purchasing Agent to execute Task Order 63 with GHD to provide Computerized Maintenance Management System (CMMS) implementation assistance and program oversight in the amount of \$169,957.

EXECUTIVE SUMMARY

This Task Order with GDH is for implementation assistance and program oversight of the Computerized Maintenance Management System (CMMS) software in the amount of \$169,957. The Asset Management Plan recommended replacement of NapaSan's obsolete CMMS software (Hansen and MP2). The Board approved a Task Order with Timmons Group for a new CMMS at its May 2, 2018 meeting. The work included in the GHD task order is work that was excluded in the Timmons Group task order and District staff does not have the expertise to perform this work. GDH prepared NapaSan's 2017 Asset Management Plan and assisted with the selection process of the new CMMS. Staff determined GHD the most qualified and best suited to meet the needs of NapaSan for implementation assistance of the CMMS.

GHD's scope includes: project management, business process mapping, configuring planning for software and data, CMMS configuration including development of a test plan, attendance at training, and project close-out.

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.
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.
Consequences if not approved:	The CMMS project would proceed without the support of GHD which would effect the success of the project and impact Staff's ability to complete other work.
Additional Information:	None.

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 1A and Phase 1B. This item is within Phase 1B. The total budget for replacement of the CMMS is \$625,000. A task order for procurement and software setup was previously approved for \$317,882.50 and this task order is for \$169,957. It is anticipated that the contribution of staff time will

be approximately \$60,000, and purchase of new servers will be \$20,000 (\$567,839.50 total). Therefore it is anticipated the overall CMMS replacement task will be completed under budget.

SUPPORTING DOCUMENTS

A . Task Order - GHD

Napa Sanitation District: Approve

Reviewed By: Timothy Healy