



Agenda Date: 7/19/2017

Agenda Placement: 8D

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 Phase 1A Asset Management Program Implementation

RECOMMENDATION

Authorize the Purchasing Agent to execute Task Order 56 with GHD to provide consulting services for Phase 1A - Asset Management Program Implementation in the amount of \$145,000.

EXECUTIVE SUMMARY

Goal 1b of the Board's Strategic Plan is to develop and asset management program that will help NapaSan be proactive in addressing the management of its infrastructure. The program will result in better prioritization of maintenance, repair, and replacement of assets. GHD prepared a multi-phased asset management plan as follows:

- 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

Task Order 56 is for consulting services in assisting with the implementation of Phase 1A of the asset management program.

It is anticipated that the tasks in Phase 1A will be completed in FY 17/18.

FISCAL IMPACT

Is there a Fiscal Impact? Yes

Is it currently budgeted? Yes

Where is it budgeted? The budget for the tasks included in Phase 1A of the asset management program is funded in the 17/18 operating budget. Sufficient funds are available to cover this Task Order.

Is it Mandatory or Discretionary? Discretionary

Discretionary Justification: Implementing an asset management program is a Board Strategic Plan Goal.

Is the general fund affected? Yes

Future fiscal impact: None. Staff will return to the Board at a future meeting to discuss budget approval for consulting services needed in future fiscal years.

Consequences if not approved: NapaSan staff will preform the work, however it will take a long time to complete and additional training would be required to develop the skill set required to perform portions of the work.

Additional Information:

ENVIRONMENTAL IMPACT

None.

BACKGROUND AND DISCUSSION

None.

SUPPORTING DOCUMENTS

A . GHD Task Order 56 - Phase 1A AMP

Napa Sanitation District: Approve

Reviewed By: Timothy Healy