# Napa Sanitation District
# Board Agenda Letter

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| **TO:** | Honorable Board of Directors |
| **FROM:** | Timothy Healy - General Manager |
| | NS-Technical Services/Engineer |
| **REPORT BY:** | Simon Kobayashi, Associate Engineer - 707-258-6030 |
| **SUBJECT:** | Award Task Order for the SCADA Design and Implementation Project (CIP 21713) Professional Design Services |

## RECOMMENDATION

Authorize the Purchasing Agent to execute a Task Order with Tesco Controls, Inc. to provide professional design services for the SCADA Design and Implementation Project (CIP 21713) in the amount of $76,440.

## EXECUTIVE SUMMARY

Tesco Controls Inc. (TESCO) was selected through a competitive procurement process as the most qualified firm to design the project. Under this Task Order, TESCO will prepare design and construction documents. The design will begin in August 2021 and is scheduled to be completed by December 2021.

This project, which consists of implementing the urgent action items of the SCADA Master Plan, was identified in the 2020 SCADA Master Plan. TESCO's scope of work includes design of the network, security systems, alarming, and other related tasks. Implementation of the design will occur under a future contract. Implementation is scheduled for 2022.

## FISCAL & STRATEGIC PLAN IMPACT

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| Is there a Fiscal Impact? | Yes |
| Is it currently budgeted? | Yes |
| Where is it budgeted? | The project is budgeted in the FY 2021/22 and the proposed FY 2022/23 and FY 2023/24 capital improvement program. The project |

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|  | budget is $925,000 which includes unused budget from FY 2020/21 that will be carried forward into FY 2021/22. |
| Is it Mandatory or Discretionary? | Discretionary |
| Discretionary Justification: | Tesco Controls Inc. was the most qualified of the three sets of qualifications received. |
| Is the general fund affected? | Yes |
| Future fiscal impact: | Design will be completed in FY 21/22. Unused budget in the current fiscal year will be carried forward into the next fiscal year. |
| Consequences if not approved: | The SCADA improvements design and implementation will not occur. Network infrastructure will become further out-of-date. Cybersecurity will remain a risk.  Failure of unsupported equipment that is no longer in stock will remain a risk. |
| Additional Information: | None. |

## ENVIRONMENTAL IMPACT

None.

## BACKGROUND AND DISCUSSION

NapaSan's SCADA (Supervisory Control and Data Acquisition) system is used to help staff manage the hundreds of processes in the plant and related facilities.  The system allows for staffing flexibility and assists with process control to maintain permit compliance.  Staff works both independently and with a number of outside supporting vendors and service providers to maintain the integrity of the system.  NapaSan completed a SCADA Master Plan (SCADA MP) in 2020 to evaluate the SCADA system and conduct a gap analysis to identify where improvements can be made to the SCADA system to be more inline with the best industry practices (BIPs).

The following sequence was used to evaluate the SCADA system:

- Identification of service levels desired to be provided by the SCADA system;
- Review of risks that could prevent meeting those service levels;
- Review of the existing system to identify its current state;
- Comparison of the current system with BIPs and identification of needs through a gap analysis; and
- Development and prioritization of projects to close the gaps.

The projects were prioritized in three phases and categorized as 1) urgent actions, 2) important actions, and 3) useful actions.  The SCADA MP identified eleven specific projects that were incorporated into the 10-year capital program.  The SCADA Design and Implementation Project addresses the phase 1 urgent actions of the SCADA Master Plan.

## SUPPORTING DOCUMENTS

A . Scope and Fee

Napa Sanitation District:  Approve

Reviewed By: Timothy Healy