



Agenda Date: 8/4/2021  
Agenda Placement: 7J

## 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:** Matthew Lemmon, Senior Civil Engineer - 707-258-6004

**SUBJECT:** Approve Amendment 2 to Task Order 1 with Timmons Group for the CMMS Implementation Project

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### **RECOMMENDATION**

Authorize the Purchasing Agent to execute Amendment 2 to Task Order 1 with Timmons Group to provide professional services for the CMMS Implementation Project in the amount of \$60,400.

### **EXECUTIVE SUMMARY**

Timmons Group is providing professional services for the CMMS Implementation Project. Amendment 1 was executed in February 2021 to provide additional budget for GIS modifications and to configure an update to the Cityworks software. Amendment 2 is necessary for Timmons Group to provide additional GIS services and training that were not included in their original contract. The GIS and training services were originally included in GHD's contract; however, GHD is no longer working on the project so Timmons Group will implement these tasks.

### **FISCAL & STRATEGIC PLAN IMPACT**

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	Yes
Where is it budgeted?	There are sufficient funds in this project's budget in the capital plan to cover this amendment.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	A contract amendment is needed to extend the contract for Timmons

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	Group. Timmons Group has provided professional services on this project and is the most qualified to complete the remaining portions of work.
Is the general fund affected?	Yes
Future fiscal impact:	None.
Consequences if not approved:	Timmons Group would not have enough funding to complete the project. NapaSan staff would complete the CMMS implementation which would impact staff's ability to complete other scheduled work.
Additional Information:	None.

**ENVIRONMENTAL IMPACT**

None.

**BACKGROUND AND DISCUSSION**

The original Timmons Group task order was based on an 11-month project schedule and with the assumption that a second consultant would perform GIS and training tasks. Due to unanticipated complexities encountered when combining NapaSan's numerous historical database into one GIS database, the project schedule has extended well beyond the original timeframe. Additionally, the second consultant is no longer part of the project team so Timmons Group requires additional budget to perform the GIS and training tasks that were not part of their original scope of work.

**SUPPORTING DOCUMENTS**

A . Task Order 01 - Amendment 02

Napa Sanitation District: Approve

Reviewed By: Timothy Healy