



REPORT TO COUNCIL City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www. CityofSacramento.org

Consent
December 4, 2007

**Honorable Mayor and
Members of the City Council**

Title: Supplemental Agreement for the Field Services CMMS Project (ZK73)

Location/Council District: Citywide

Recommendation:

Adopt a **Resolution** authorizing the City Manager to execute Supplemental Agreement No. 2 to City Agreement No. 2006-0225 with Brown & Caldwell for an amount not to exceed \$129,403.

Contact: Dave Brent, Engineering Manager, (916) 808-1420, Dave Hansen, Supervising Engineer, (916) 808-1421

Presenters: Not Applicable

Department: Department of Utilities

Division: Engineering Services

Organization No: 3335

Description/Analysis

Issue: On March 7, 2006, City Council approved a Consultant Services Agreement with Brown and Caldwell for Phase 1 for an amount not to exceed \$327,999. The scope of services of the Brown and Caldwell consultant agreement was for the phased implementation of Azteca's Cityworks Computerized Maintenance Management System (CMMS) for the Department of Utilities' Field Services Division. On November 21, 2006, City Council approved supplemental agreement No. 1 for Phase 2 for an amount not to exceed \$294,632. During the implementation of Phase 2, additional related work (e.g. new business processes) was identified that requires modification of the existing Cityworks CMMS.

Policy Considerations: This report's recommendation is consistent with the City's Strategic Plan Goals of improving and expanding public safety.

Environmental Considerations: This consultant services agreement, which is to provide services for the implementation of the Cityworks CMMS is exempt from the requirements of the California Environmental Quality Act (CEQA), pursuant to Section 15378(b)(5) (ongoing administrative activities) and Section 15301 (ongoing operation, maintenance or minor

alteration of facilities and equipment) of the CEQA Guidelines.

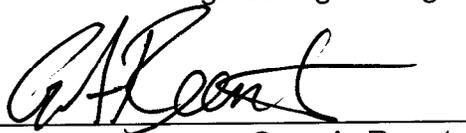
Commission/Committee Action: None required.

Rationale for Recommendation: Supplemental agreement No. 2 is requested to address additional work that was identified during the implementation of Phase 2 of the project.

Financial Considerations: The original Consultant Services Agreement and Supplemental agreement No. 1 with Brown and Caldwell for Phase 1 and Phase 2 totaled \$622,631. The cost of Supplemental Agreement No. 2 with Brown and Caldwell is for an amount not to exceed \$129,403 for a total contract cost not to exceed \$752,034. Sufficient funds are available in the Field Services CMMS Project (PN: ZK73, funds 413/414/425) to execute Supplemental Agreement No. 2.

Emerging Small Business Development (ESBD): Brown and Caldwell and Azteca Systems are not certified ESBD firms.

Respectfully Submitted by: 
David L. Brent
Engineering Manager

Approved by: 
Gary A. Reents
Director of Utilities

Recommendation Approved:


RAY KERRIDGE
City Manager

Table of Contents:

Report	Pg	1-2
Attachments		
1 Background	Pg	3
2 Resolution	Pg	4
Exhibit A		
3 Supplemental Agreement	Pg	5-8

Attachment 1**Background Information:**

In August 2006, the Department of Utilities (DOU) completed an Integrated Technology Masterplan. This plan identified applications necessary to support business processes and programs within the department including its Asset Management Program and maintenance activities. The application supports best management practice requirements developed by management, operations, and maintenance staff that will enhance and improve field maintenance activities. As a result, staff along with a consultant has evaluated various computerized maintenance management systems (CMMS) to better manage the Department's water distribution, wastewater collection, and drainage system assets. Azteca's Cityworks was selected for its asset tracking/history, work order tracking, preventive maintenance, procedures, purchasing, inventory control, labor, and scheduling capabilities.

On November 16, 2005, staff released a Request for Proposal (RFP) for full implementation of Azteca's Cityworks CMMS application. Twenty-nine (29) companies downloaded the RFP from the City's website, and two (2) companies (Brown and Caldwell and Westin Engineering, Inc.) submitted proposals. A team of city staff from Utilities and IT Departments evaluated the proposals and concluded that the proposal from Brown and Caldwell best met the City's needs in providing and implementing Azteca's Cityworks CMMS for Utilities' Field Services Division. With insufficient funding available to complete the entire CMMS within the FY 05-06 budget, implementation of the project was divided into two phases.

On March 7, 2006, City Council approved a Consultant Services Agreement with Brown and Caldwell for Phase 1 for an amount not to exceed \$327,999. Phase 1 provided for the design, testing, training, and implementation of Cityworks CMMS for the Field Services Water section. On November 21, 2006, City Council approved Supplemental Agreement No. 1 for Phase 2 for an amount not to exceed \$294,632. Phase 2 provided for the design, testing, training, and implementation of Cityworks CMMS for the Field Services Storm Drainage and Sewer sections.

Supplemental Agreement No. 2 provides for additional services to be performed by Brown and Caldwell to address additional work that was not included in the scope of work for Phase 1 or 2 of the project. During the implementation of Phase 2, new business processes were identified that requires additional system design, testing, training, and implementation. These business processes include the following:

- Closed Circuit Television (CCTV) integration
- Meter Retrofit Work Order enhancements
- Wastewater Work Order History interface
- Hydrant Work Order integration w/CIS
- Migration of Rain Patrol Data
- Technical Support and Maintenance

RESOLUTION NO.
Adopted by the Sacramento City Council

**SUPPLEMENTAL AGREEMENT NO. 2 WITH BROWN & CALDWELL FOR THE FIELD SERVICES
CMMS PROJECT (ZK73)**

BACKGROUND

- A. The Computerized Maintenance Management System (CMMS) will enable Department of Utilities (DOU) Field Services to build a central database capturing all the necessary data to support sound asset management and enhanced and improved facility maintenance activities.
- B. On November 16, 2005 staff released a Request for Proposal (RFP) for the implementation of Azteca's Cityworks CMMS application.. A team of city staff from Utilities and IT Departments evaluated the proposals and concluded that the proposal from Brown and Caldwell best met the City's needs in providing and implementing Azteca's Cityworks CMMS for Utilities' Field Services Division.
- C. On March 7, 2006, City Council approved a Consultant Services Agreement with Brown and Caldwell for Phase 1 of the project for an amount not to exceed \$327,999. Phase 1 provided for the design, testing, training, and implementation of Cityworks CMMS for the Field Services Water section.
- D. On November 21, 2006, City Council approved Supplemental Agreement No. 1 for Phase 2 of the project in the amount of \$294,632. Phase 2 provided for the design, testing, training, and implementation of Cityworks CMMS for the Field Services Storm Drainage and Sewer sections.
- E. During the implementation of Phase 2, additional related work was identified that requires modification of the existing Cityworks CMMS. Supplemental Agreement No. 2 provides for these additional services to be performed by Brown and Caldwell to include: Closed Circuit TV integration, meter retrofit enhancements, wastewater work order history enhancements, hydrant permit integration, condition assessment integration, Rain Patrol data migration, technical support, and system maintenance.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL RESOLVES
AS FOLLOWS:**

Section 1. The City Manager is authorized to execute Supplemental Agreement No. 2 with Brown and Caldwell for the Field Services CMMS Project (PN: ZK73, funds 413/414/425) for an amount not to exceed \$129,403.

SUPPLEMENTAL AGREEMENT
Engineering Services Division

Project Title and Job Number: Azteca's Cityworks Computerized Maintenance Management System
Application Software for Field Services ZK73

Purchase Order #:6ZK7306225 Date: 10/29/07
Supplemental Agreement No.: 2

The City of Sacramento ("City") and Brown and Caldwell ("Consultant"), as parties to that certain Consultant and Professional Services Agreement designated as Agreement Number 2006-0225, including any and all prior supplemental agreements modifying said agreement (said agreement and supplemental agreements are hereafter collectively referred to as the "Agreement"), hereby supplement and modify the Agreement as follows:

1. The scope of Services specified in Exhibit A of the Agreement is amended as follows:

Consultant shall perform the additional services described in the Scope of Services attached hereto and incorporated herein by this reference.

2. In consideration of the additional and/or revised services described in Section 1 above, the maximum not-to-exceed amount that is specified in Exhibit B of the Agreement for payment of Consultant's fees and expenses, is increased/~~decreased~~ by \$129,403, and said maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	<u>\$327,999</u>
Net change by previous supplemental agreements:	<u>\$294,632</u>
Not-to-exceed amount prior to this supplemental agreement:	<u>\$622,631</u>
increase/ decrease by this supplemental agreement:	<u>\$129,403</u>
New not-to-exceed amount including all supplemental agreements:	<u>\$752,034</u>

3. Consultant agrees that the amount of increase or decrease in the not-to-exceed amount specified in Section 2 above, shall constitute full compensation for the additional and/or revised services specified in Section 1, above, and shall fully compensate Consultant for any and all direct and indirect costs that may be incurred by Consultant in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Consultant.

4. Consultant warrants and represents that the person or persons executing this supplemental agreement on behalf of Consultant has or have been duly authorized by Consultant to sign this supplemental agreement and bind Consultant to the terms thereof.

5. Except as specifically revised herein, all terms and conditions of the Agreement shall remain in full force and effect, and Consultant shall perform all of the services, duties, obligations, and conditions required under the Agreement, as supplemented and modified by this supplemental agreement.

Approval Recommended by:

Approved as to Form By:

Project Manager

City Attorney

Approved By:

Approved By:

Consultant – President

Consultant

Approved By:

Attested to By:

City of Sacramento

City Clerk

____ DLB

COPY

The Consultant will ensure that key team members (Kent Thompson, Brown & Caldwell and Azteca Systems) will be committed to the proposed hours in the budget of this project. The City will have the right to cancel the contract in the event of an unapproved change of team members.

Post Implementation Support

Task 3.1 CCTV Videos

Objective: Provide solution to link Cityworks work orders to the Cues CCTV videos system.

Approach: Consultant, in conjunction with City staff, will review the existing Cues CCTV video system. Meetings will be conducted to identify expected features of the CCTV/Cityworks interface. A solution definition memo will be created to solidify and document the features and expectations of integrated components. The solution will then be implemented, tested, and deployed.

Assumes that the solution will utilize “out of the box” features from Cues and Cityworks applications.

Schedule: November 2007 - December 2007

Deliverables: Solution definition document and CCTV/Cityworks interface.

Task 3.2 Meter Retrofit Enhancements

Objective: Provide enhancements to streamline the system features and business processes currently used for meter retrofits

Approach: Conduct meetings with retrofit stakeholders to identify and prioritize issues with the current system and processes. Determine process improvements or technical adjustments that will improve the overall process. The solution will then be implemented, tested, and deployed.

Assumes the adjustments will be made to current retrofit implementation (i.e. Cityworks/Badger/CIS).

Schedule: December 2007 - January 2008

Deliverables: Meeting notes and Meter Retrofit solution implementation.

Task 3.3 Wastewater WSR Enhancements

Objective: Expand WSR website to enable Wastewater to find and retrieve service related data (tap location, depth of main, etc.)

Approach: Conduct a meeting with the Wastewater division to review the existing application and better understand what modifications are required. The requested changes from this meeting will be documented via meeting notes, which will serve as guidelines for implementing changes to the application code. Upon completion of the modifications, the application will be re-tested and deployed.

COPY

Schedule: January 2008

Deliverables: Meeting notes and updated web application.

Task 3.4 CIS Hydrant Integration

Objective: Route requests for Hydrant Flow tests and Hydrant Permits requests from CIS to Cityworks.

Approach: Conduct meetings to identify Hydrant Flow Testing and Hydrant Permitting business processes and data fields. Update CIS/CMMS Interface “SDD” documentation with additional requirements and data format specifications. Implement, test, and deploy the revised solution.

Schedule: January 2008 - February 2008

Deliverables: Meeting notes, updated CIS/CMMS interface SDD and CIS/CMMS code alterations.

Task 3.5 Cityworks Condition Assessment Integration

Objective: Determine a solution to capture condition assessment data in Cityworks.

Approach: Conduct meetings to identify existing system, workflows, and potential solutions. Identify ‘day forward’ solution for capturing condition assessment data in Cityworks. Create data dictionary document that identifies fields to be collected, their descriptions and location in Cityworks. Implement, test, and deploy solution.

Assumes that condition based calculations will be implemented outside of Cityworks and are not within the scope of this task.

Schedule: February 2008 - March 2008

Deliverables: Meeting notes, data dictionary document and solution implementation.

Task 3.6 Rain Patrol

Objective: Develop mechanism for back loading previous year’s Rain Patrol data into Cityworks.

Approach: Conduct meetings with project stakeholders to solidify objectives and issues. Review existing data and create database mapping documentation. Develop migration script that can be used annually at the end of each raining season.

Schedule: April 2008 - May 2008

Deliverables: Meeting notes, migration script, and migrated data.

Task 3.7 Technical Support and Maintenance

Objective: Provide ongoing technical support and system maintenance

COPY

Approach: Provide technical support (code maintenance and upgrades, data management, etc.) and address other unforeseen issues.

Schedule: November 2007 - May 2008

Deliverables: Meeting notes, system upgrades.

Task 3.8 Project Management

Objective: Ensure the project is successfully delivered within the City schedules and meet City's expectations.

Approach: Project management activities will be performed throughout this project to ensure that the scope, schedule, and budget are achieved, to provide adequate communication between Consultant and the City, and to ensure that the team is collaborating as efficiently as possible to meet the project goals.

Consultant's project manager, Kent Thompson, will meet with the City's project manager regularly to provide project status reports and review project progress relative to goals. This will provide on-going communication between Consultant and the City, allowing opportunity for evaluating progress.

Schedule: November 2007 – May 2008

Deliverables: Monthly project status reports (schedule, budget, and progress) (assume 6 months); weekly project management meeting with the City (assume 2-hour meetings once a week for the next 6 months).

Cost Breakdown

Task	Task Name	Total BC	Total Azteca	Total Cost
3.1	CCTV Videos	\$7,334	\$350	\$7,684
3.2	Meter Retrofit Enhancements	\$10,422	\$525	\$10,947
3.3	Wastewater WSR Enhancements	\$8,492	\$0	\$8,492
3.4	CIS Hydrant Integration	\$15,826	\$350	\$16,176
3.5	Cityworks Condition Assessment Integration	\$15,440	\$350	\$15,790
3.6	Rain Patrol	\$16,984	\$350	\$17,334
3.7	Technical Support and Maintenance	\$37,056	\$2,800	\$39,856
3.8	Project Management	\$13,124	\$0	\$13,124
Total		\$124,678	\$4,725	\$129,403

COPY