

#12.3

Agenda Item  
For Council Meeting of: April 14, 2020

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JEANNINE SARRAGOSSA, DEPARTMENT INFORMATION  
TECHNOLOGY SUPERVISOR  
SUBJECT: THIRD AMENDMENT TO THE WOOLPERT AGREEMENT TO  
PROVIDE ENTERPRISE ASSET MANAGEMENT SYSTEM  
SOFTWARE

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Water, Finance, Recreation and Parks, and the Transportation and Public Works Departments that the Council, by resolution, (1) approve the Third Amendment to the Professional Services Agreement with Woolpert, Inc., Dayton, Ohio, to provide Cityworks software and professional services increasing compensation by \$264,846.00 for a total contract amount of \$1,956,267, and (2) appropriate \$18,422.00 from the General Fund reserves towards the balance of the proposed Third Amendment with Woolpert, Inc.

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EXECUTIVE SUMMARY

Asset management programs are used by the City of Santa Rosa to manage assets proactively and budget accordingly. The City utilizes an enterprise asset management software product to inventory assets and manage maintenance on citywide infrastructure including the water distribution, collection, and reuse systems; parks and recreation facilities; streets, street lights, and signs; and parking facilities.

The current software, Infor Hansen 7, has many limitations and has reached the end of its software lifecycle. The City selected a replacement, Azteca's Cityworks (Cityworks), and Woolpert, Inc. (Woolpert) as the implementation partner in June of 2018. The original agreement with Woolpert has been in place since 2018 and the need for a Third Amendment that constitutes an additional \$264,846.00 in services has been identified.

BACKGROUND

In 2018, the City entered into Agreement F001766 with Woolpert, Inc. (Agreement) for \$1,641,708 to manage the implementation of Azteca's Cityworks software to support citywide infrastructure including the water distribution, collection, and reuse systems;

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parcs and recreation facilities; streets, street lights, and signs; and parking facilities. The original scope of work of the Agreement was based on interviews and requirements defined in spring of 2016. Subsequent to execution of the Agreement, workshops were held over a 12-month period with the multiple divisions and process areas to further define and refine citywide asset management needs.

The workshops resulted in the desire to more clearly define the additional needs of the City. The scope to perform the additional analysis was approved in December 2019 under the First Amendment to the Agreement (First Amendment) which increased the contract value by \$49,713.00. A Second Amendment to the Agreement (Second Amendment) was processed to correct a clerical error contained in the First Amendment. Following the additional analysis, the City identified additional services, including certain integrations and system requirements, that were now necessary under the Agreement. The Proposed Third Amendment requests an additional \$264,846.00 in compensation to meet the current needs of the City, for a new total contract amount of \$1,956,267.

PRIOR CITY COUNCIL REVIEW

On June 5, 2018, the City Council, by Resolution No. 2018-088, approved Agreement F001766 with Woolpert, Inc. to provide Cityworks software and professional services.

ANALYSIS

The project scope was developed more than three years ago, and, through implementation workshops, the City has identified significant gaps in the original scope compared to the current needs of the City. In addition, the number of divisions wanting to use the software to gain process efficiencies increased as did the number of asset types and number of actual assets. A summary of the changes identified and included in Third Amendment are as follows:

Original Scope Assumptions	Currently Identified Needs
275 Asset Types	359 Asset Types <b>(+84)</b>
3,300 Work Order Templates	4,038 Work Order Templates <b>(+738)</b>
8 Inspection Templates	35 Inspections Templates <b>(+27)</b>
Service Request Configuration with Service Request Type Only	Service Request Configuration with <b>Detailed Service Request Types</b>
3 Rounds of Configuration with 2 On-Site Weeks Per Round	3 Rounds of Configuration with 3 On-Site Weeks per Round <b>(+3 weeks)</b>

In review of the gap analysis, the City also removed a portion of the migration and integration programming work originally scoped by Woolpert, Inc. and assigned it to City staff in order to reduce costs and maximize the use of contract dollars.

FISCAL IMPACT

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Funding for the Third Amendment was largely appropriated in fiscal year 2019-20 budget, with the exception of \$18,422.00 that must be appropriated from General Fund reserves. The remainder of the third amendment will be funded by enterprise funds. A summary of the additional costs incurred by each user group is as follows:

<b>Division</b>	<b>New Scope Costs</b>	<b>New Integration Costs</b>
Facilities	\$2,502.00	
Parks	\$3,844.00	
Recreation	\$3,158.00	
Revenue	\$27,552.00	\$20,946.00
Storm Water	\$4,116.00	
Streets Network	\$8,918.00	
Water	\$214,702.00	
<b>Sub Totals</b>	<b>\$243,900.00</b>	<b>\$20,946.00</b>
<b>Total Amendment Cost</b>	<b>\$264,846.00</b>	

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

NOTIFICATION

Not Applicable.

ATTACHMENTS

- Resolution / Exhibit A – Third Amendment to the Professional Services Agreement Number F001766 with Woolpert, Inc.

CONTACT

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