

CITY OF SANTA ROSA
BOARD OF PUBLIC UTILITIES

TO: BOARD OF PUBLIC UTILITIES
FROM: JEANNINE SARRAGOSA, DEPARTMENT INFORMATION
TECHNOLOGY SUPERVISOR, WATER
SUBJECT: SECOND AMENDMENT TO PROFESSIONAL SERVICES
AGREEMENT WITH SOFTRESOURCES LLC (AGREEMENT F001216)
AGENDA ACTION: MOTION

RECOMMENDATION

It is recommended by the Water Department that the Board of Public Utilities (BPU), by motion, approve a second amendment to the Professional Services Agreement with SoftResources LLC of Kirkland, WA (Agreement F001216) to provide consulting services related to the replacement of Hansen in the amount not to exceed the sum of two hundred twenty-three thousand, two hundred seventy-eight dollars (\$223,278) and authorize the Chair to sign the agreement.

EXECUTIVE SUMMARY

Santa Rosa Water engaged SoftResources professional consulting services to analyze current systems and business practices to select a replacement computerized maintenance management system (CMMS) for the City's Hansen System. The consultant has, to date, recommended a set of specifications and software requirements in a Request for Proposals (RFP) for a new CMMS and worked with City staff to select a vendor from the proposals submitted. The additional funds requested in the second amendment are to complete the design phase of the software implementation to ensure the vendor selected produces a configuration that meets the needs outlined by the RFP process.

BACKGROUND

Hansen was implemented in 2001 as the City's CMMS software and has not provided the level of integration with GIS and other systems needed for efficiency in Asset Management. It was decided in 2016 to move forward with an RFP to replace the CMMS software. SoftResources was chosen to partner with the city for the RFP process based on their knowledge of Asset Management best practices, their knowledge of software choices in the industry, and their reputation with the other municipalities they have serviced.

On April 12, 2017, a first amendment to the Professional Services Agreement (PSA) F001216 was approved by the City Manager to extend the scope of service through vendor selection, extend the time of contract performance, and increase compensation by \$53,948.00 to bring the total not to exceed amount to \$173,278.00.

PRIOR BOARD OF PUBLIC UTILITIES REVIEW

On July 25, 2016, the Board, by motion, approved the PSA Agreement F001216 with SoftResources LLC to assist with the analysis and selection of software to replace the City's outdated Hansen asset management software.

ANALYSIS

SoftResources LLC has evaluated the City's needs and created specifications for selection and replacement of the asset management enterprise software. During the process, they gained in-depth knowledge of our methods, systems, and requirements and will provide valuable insight during the design and configuration of new asset management software. In order to complete the design phase, mitigate risk, resolve functional gaps, and work with the implementation vendor to facilitate the resolution of any issues, an amendment to the PSA is needed.

FISCAL IMPACT

Funds for this expense are included in the approved budget for Fiscal Year 2017-18 for the Water Department.

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

On July 13, 2016, the Contract Review Subcommittee of the BPU reviewed the PSA and recommended that the Board approve the PSA.

On July 25, 2016, PSA F001216 was approved by the BPU.

ATTACHMENTS

- Attachment 1 – Second Amendment to Professional Services Agreement Number F001216 with SoftResources LLC

CONTACT

Jennifer Burke, Deputy Director Water and Engineering Resources, jburke@srcity.org, Ext 3359

Jeannine Sarragosa, Department Information Technology Supervisor, jsarragossa@srcity.org, Ext 3951