

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JENNIFER BURKE, DIRECTOR SANTA ROSA WATER  
SUBJECT: APPROVAL OF THE FOURTH AMENDMENT TO  
PROFESSIONAL SERVICES AGREEMENT NUMBER F001766  
WITH WOOLPERT, INC.

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Water, Finance, Recreation and Parks, and Transportation and Public Works Departments that the Council, by resolution, approve the Fourth Amendment to Professional Services Agreement Number F001766 with Woolpert, Inc., to provide Cityworks software licenses and implementation services, increasing the compensation by \$367,200, for a total contract amount of \$2,323,467, and extending the performance period through June 2026.

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EXECUTIVE SUMMARY

Asset management programs are used by the City of Santa Rosa to proactively manage city assets and budget accordingly. The City utilizes Cityworks, an enterprise asset management (EAMS) software product, to inventory assets and manage maintenance on citywide infrastructure including water distribution, sewer collection, and reuse systems; parks and recreation; facilities; streets; and streetlights. The Fourth Amendment to Professional Services Agreement (PSA) No. F001766 is to provide needed software licenses and continued implementation services, increasing the compensation by \$367,200, for a total contract amount of \$2,323,467 for the Cityworks Software.

BACKGROUND

In 2001, the City entered into an agreement to provide a computerized asset management system with Hansen Technology Information. In 2013, when the new version of the Hansen software was released, it was determined by staff that the new version of Hansen software had limitations, prompting the City to consider what other asset management software solutions were available.

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In July 2016, after a competitive process, the City selected consulting firm Soft Resources to prepare and review responses to a Request for Proposals (RFP) for the replacement of the Hansen software system. The RFP was issued in October 2016, where eight consultants responded and three presented Cityworks as the added value resellers and the other five vendors presented other solutions. In March 2017, a script was created so that software demonstrations would focus on the City's specific needs and the City could compare the proposed packages. Each software vendor spent two days going through their products and presented them to the City's evaluation team.

Cityworks, implemented by Woolpert, Inc. (Woolpert), a value-added reseller, was selected based on the responsiveness to the City's needs, as well as cost, with extensive calls and visits to other municipalities and districts to check Woolpert's references, and gain knowledge about the success of the software implementation.

Staff, Soft Resources, and Woolpert initiated the development of the scope of work in the summer of 2017. Due to the fires in October 2017, the work was not completed until March 2018.

Woolpert has been providing implementation services and licenses for the Cityworks Software since June 5, 2018, when Council approved PSA Number F001766 for licenses and implementation services for the Cityworks Software.

#### PRIOR CITY COUNCIL REVIEW

On June 5, 2018, City Council, by Resolution No. 2018-088, approved PSA Number F001766 to provide Cityworks Software and professional services.

On December 30, 2019, in accordance with Council Policy 600-001, Section 4.1.11 Contract Modifications, the City Manager or designee, approved the First Amendment to PSA Number F001766 to increase the compensation by \$49,713 to perform a gap analysis between the original scope developed in 2016, and the requirements of the City at the time of project approval in 2018.

On March 11, 2020, in accordance with Council Policy 600-001, Section 4.1.11 Contract Modifications, the City Manager or designee approved a zero cost Second Amendment to PSA Number F001766 to correct an error in the total compensation on the First Amendment to PSA Number F001766.

On April 14, 2020, the City Council, by Resolution No. RES-2020-060, approved the Third Amendment to PSA Number F001766 to increase the compensation by \$264,846 for additional implementation services identified in the gap analysis, bringing the total contact amount to \$1,956,267.

### ANALYSIS

The City of Santa Rosa has implemented, and is using Cityworks Software, for maintaining assets in Public Works, Facilities, Parks and Recreation, Parking, Storm Water and Creeks, and Streets, as the work order management system for the work processes to maintain assets. The implementation has increased efficiency and allowed the City to collect metrics on the work processes.

The City is currently increasing the use of Cityworks Software by implementing it in Santa Rosa Water.

Municipalities using Cityworks Software must renew their Cityworks Software licenses for the modules they are using to continue to use the product and receive software upgrades and support. City staff found that an Enterprise agreement best met the City's needs, which means everyone in the City that needs to access the program can access it without limitation. This was also the most cost effective for the number of users who will be actively using the program.

This amendment covers the renewal of the Cityworks Software license for an additional three (3) years, increasing the compensation on the PSA by \$367,200 for a total contract amount of \$2,323,467, and extending the performance period through June 2026.

### FISCAL IMPACT

The cost of this license renewal is a budgeted expense through the annual Information Technology cost allocation process and has no fiscal impact.

### ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

### BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable

### NOTIFICATION

Not Applicable

### ATTACHMENTS

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- Exhibit A – Fourth Amendment to Professional Services Agreement Number F001766 with Woolpert, Inc.

PRESENTER

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