

Agenda Report

November 9, 2020

TO: Honorable Mayor and City Council
FROM: Water and Power Department
SUBJECT: **AUTHORIZE AN AMENDMENT TO CONTRACT 31594 WITH WESTIN TECHNOLOGY SOLUTIONS LLC INCREASING THE TOTAL NOT-TO-EXCEED AMOUNT FROM \$157,344 TO \$253,656 AND EXTEND THE CONTRACT EXPIRATION DATE TO ADD WORK AND INVENTORY MANAGEMENT SYSTEM SERVICES FOR THE WATER AND POWER DEPARTMENT**

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act ("CEQA") pursuant to Section 21065 of CEQA and Sections 15060 (c)(2), 15060 (c)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required; and
2. Authorize the City Manager, or his designee, to amend Contract No. 31594 with Westin Technology Solutions LLC ("Westin") to extend the contract expiration date to December 31, 2021 and increase the total not-to-exceed amount by \$96,312, from \$157,344 to \$253,656; and
3. To the extent this could be considered a separate procurement subject to the Competitive Selection Process, it is recommended that the City Council grant the contract an exemption pursuant to Pasadena Municipal Code (PMC) Section 4.08.049(B), for which the City's best interests are served.

BACKGROUND:

On October 21, 2019, the City Council authorized the City Manager to enter into a contract with Westin pursuant to a competitive selection process, to provide Computerized Maintenance Management System ("CMMS") Assessment and Implementation Plan services for the Water and Power ("PWP") Department's Water Division, for a not-to-exceed amount of \$157,344. Under the current contract, Westin is assisting the Water Division with the processes and analysis, which will be the foundation for a Request for Proposal ("RFP") to determine the CMMS software

selection. The aim is to unify current software programs, diminish data silos and inconsistent data collection standards across the Water Division.

Over last few months, staff has been exploring ways to improve internal efficiencies to reduce cost. Now, staff has determined that greater efficiencies can be achieved by consolidating other currently used stand-alone systems such as asset management, work order management and warehouse-inventory management systems with the CMMS. Thus, an RFP can be issued to solicit one department-wide software system that will replace existing multiple systems. The nature of expertise, planning and process for assessing department-wide needs is the same as that of services provided by Westin to the Water Division. Additionally, if the software is successfully implemented, it may be expanded to be used city-wide.

A single consolidated software would increase operational efficiencies, reduce cost by managing one software compared to several, minimize fraud risk and serve as a system of record for risk assessment audits.

Therefore, staff respectfully recommends that the City Council authorize the City Manager, or his designee, to amend Contract No. 31594 with Westin to expand the existing scope of work to include asset management, work order management, inventory management system and other requirements necessary to develop one comprehensive specification and RFP for PWP by extending the contract expiration date to December 31, 2021 and increasing the total not-to-exceed amount by \$96,312, which includes a 15% contingency of \$12,562, from \$157,344 to \$253,656.

COUNCIL POLICY CONSIDERATION:

The proposed contract is consistent with the Public Facilities Element of the General Plan and supports the Council's goal to improve, maintain and enhance public facilities, infrastructures, and assets. This amendment will support this goal by providing a high level of public service through more efficient and effective management of the City's resources.

ENVIRONMENTAL ANALYSIS:

The action proposed herein is not subject to the CEQA in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060 (c)(2), 15060 (c)(3), and 15378. The authorization to enter into a contract for professional services is an organizational and administrative action that would not cause either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The maximum cost of this action is \$96,312. The proposed contract amendment will have minimal impact on other operational or capital projects.

Table I below represents the summary for Contract 31594 and the proposed amendment:

Table I: Proposed Contract Amendments

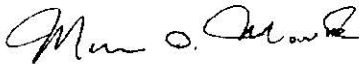
Current Expiration Date	January 7, 2021
Proposed Contract Expiration Date	December 31, 2021
Initial Contract Amount	\$ 157,344
Proposed Contract Amendment	\$ 96,312
Total Amended Contract Amount	\$ 253,656

Respectfully submitted,



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Approved by:



STEVE MERMELL
City Manager