



# Agenda Report

October 21, 2019

**TO:** Honorable Mayor and City Council

**FROM:** Water and Power Department

**SUBJECT: AUTHORIZATION TO ENTER INTO A CONTRACT WITH WESTIN TECHNOLOGY SOLUTIONS, LLC. TO PROVIDE COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM ASSESSMENT AND IMPLEMENTATION PLAN 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 for the project; and
2. Authorize the City Manager to enter into a contract for an amount not to exceed \$157,344 for one year, as the result of a competitive selection process, as specified by Section 4.08.047 of the Pasadena Municipal Code, with Westin Technology Solutions, LLC. ("Westin") to provide Computerized Maintenance Management System Assessment and Implementation Plan services for the Water Division.

## **BACKGROUND:**

The Pasadena Water and Power ("PWP") Water Division seeks to procure and utilize a Computerized Maintenance Management System ("CMMS") software package that enhances job efficiency, satisfies regulatory requirements, and assists to provide analytics sought for informed asset and resource management decisions. The asset management solution includes a maintained database of information including inventory management, condition assessment, inspections, customer and service requests, preventative maintenance, water quality, health and safety, asset planning and work order management. The City's water assets require the management and the performance measurements to be conducted in modern and efficient ways.

PWP aims to unify current software programs, diminish data silos and inconsistent data collection standards across the Water Division as identified by the City's recent risk assessment and the 2018 Water Division Organizational Performance Assessment.

PWP intends to engage a consultant to assist with the processes and analysis which will be the foundation for the Request for Proposal (“RFP”) to determine the CMMS software selection. This action is the first phase of the CMMS solution procurement.

**Consultant Selection**

On June 12, 2019, a RFP was issued seeking a firm to provide services for a CMMS Assessment and Implementation Plan. The selected firm will promote change management and cultural adaptation within the PWP team, provide CMMS system design recommendations, and provide a comprehensive approach for the CMMS software solution procurement and implementation plan. The RFP was posted on Planet Bids with proposals due on July 10, 2019. Eight proposals were received, none of which were local, and their proposals were evaluated based on the criteria shown in Table I.

**Table 1: RFP Evaluation Criteria**

<b>Criteria</b>	<b>Maximum Score</b>
Key Personnel/ Project Leadership	25
Experience	20
Project Understanding / Scope of Work	20
Project Management / Schedule	15
Best Value / Cost Effectiveness	10
Local Pasadena Business	5
Small / Micro-Businesses	5
<b>Total Score</b>	<b>100</b>

Table II summarizes the evaluated total scores for each of the respondents based on the average score of five evaluators. Additional scoring details are provided in Attachment A.

**Table II: Summary of Evaluated Scores**

<b>Proposer</b>	<b>Office Location</b>	<b>Average Score</b>
Westin Technology Solutions	San Marcos, CA	83
ThirdWave Corporation	Los Angeles, CA	82
LA Consulting	Manhattan Beach, CA	79
DNV GL Energy Insights USA, Inc.	Katy, TX	67
Facility Engineering Associates, PC	Santa Rosa, CA	65
Soft Resources, LLC.	Kirkland, WA	65
Utilegent, LLC.	Los Angeles, CA	65
Zanjero	Folsom, CA	63

Westin received the highest evaluated score due to their experience, qualifications, and strength of proposal. It is recommended that the City Council authorize the City Manager to enter into an agreement with Westin in an amount not to exceed \$157,344, which includes the base contract amount of \$143,040 and a contingency of \$14,304 to provide for additional necessary unforeseen work. The proposed contract fully complies with the City’s competitive selection process.

The vendor has no current or past contracts with the City. The contract will be managed by PWP Water Engineering.

**COUNCIL POLICY CONSIDERATION:**

The proposed contract is consistent with the Land Use Element Policy 1.7 (Coordination of Capital Facilities, Infrastructure, Land Use, and Economic Development) by developing capital facilities and infrastructure that are closely coordinated with growth, which ensures high levels of service to existing and new development.

**ENVIRONMENTAL ANALYSIS:**

The action proposed herein is not a project 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 awarding of contracts 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. However, CEQA review may apply to construction projects in the future.

**FISCAL IMPACT:**

The cost of this action will be \$157,344 which includes a 10% contingency. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Water Capital Improvement Program ("CIP") #01089 – Computerized Maintenance Management System. It is anticipated that \$80,000 of the cost will be spent in the current fiscal year and the remainder of the costs will be spent over the next fiscal year. Support costs such as contract administration and data gathering are anticipated to be \$20,000 and will be addressed by using the same CIP number.

The following table presents the summary of costs:

Proposal Amount	\$143,040
Contingency	\$14,304
Support Costs	\$20,000
Total Fiscal Impact	\$177,344

Respectfully submitted,



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