



Agenda Report

October 28, 2024

TO: Honorable Mayor and City Council

FROM: Water and Power Department

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A CONTRACT WITH MINSAIT ADVANCED CONTROL SYSTEMS, INC. FOR SUPERVISORY CONTROL AND DATA ACQUISITION SYSTEM SUPPORT SERVICES FOR A TOTAL NOT-TO-EXCEED AMOUNT OF \$745,000 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;
2. Authorize the City Manager to enter into a contract, without competitive bidding pursuant to City Charter Section 1002(F), contracts for professional or unique services, with Minsait Advanced Control Systems, Inc. ("ACS") for Supervisory Control and Data Acquisition System ("SCADA") Support Services for the Water and Power Department in an amount not-to-exceed a grand total of \$745,000 for five years, which includes the option for two additional one-year extensions or an amount not-to-exceed \$310,000, whichever occurs first, at the discretion of the City Manager; and
3. Grant the recommended contract an exemption from the Competitive Selection process pursuant to Pasadena Municipal Code Section 4.08.049(B) contracts for which the City's best interests are served.

BACKGROUND:

Pasadena Water and Power Department ("PWP") supplies electricity to over 65,000 customers. The Transmission and Distribution ("T&D") System is highly complex and comprised of thousands of components functioning together. A critical part of this system is the SCADA system, which is a computer system that continuously monitors real-time operating conditions of Pasadena's electrical system and alerts about any

anomalies which staff needs to investigate; another function of the SCADA system is enabling staff to remotely operate various electric system components such as circuit breakers. This system is vital for maintaining the electric system, making it reliable, minimizing unplanned electric outages, and allowing for quicker restoration of such outages.

The current SCADA system uses ACS software and hardware that has helped improve reliability of the electrical system and reduced duration of electrical outages through an effective interface with PWP's Outage Management System ("OMS"). The SCADA system requires constant monitoring and maintenance by PWP personnel. It also requires routine software upgrades, security patches, and troubleshooting support by the original manufacturer, ACS. The support services provided by ACS are listed below:

- Engineering Support Services
- Software and Hardware Subscription Support
- Network Terminal Unit ("NTU") Software Support
- Quarterly Patch Management
- Emergency 24/7 Customer Care Help Desk Access
- Training

For continued support by ACS, PWP staff recommends that the City Council authorize the City Manager to enter into a contract with ACS for an amount not-to-exceed \$435,000 for three years, with the option for two additional one-year extensions for an amount not-to-exceed \$155,000 each at the discretion of the City Manager, for a maximum contract amount not-to-exceed \$745,000. ACS has consistently provided support and upgrades for the SCADA system since the original implementation in 1999.

The City of Pasadena has awarded two contracts and seven purchase orders to ACS since 2015 for a total not-to-exceed amount of approximately \$2,239,881.

COUNCIL POLICY CONSIDERATION:

The proposed contract is consistent with the City Council's Strategic Planning Goals to: (i) Improve, maintain, and enhance public facilities and infrastructure; and (ii) Ensure public safety.

ENVIRONMENTAL ANALYSIS:

Entering into a professional services agreement for Software, Technical Support, and Maintenance of the SCADA system 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 Sections 15060(c)(2), 15060(c)(3), and 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The cost of the recommended action is \$745,000 over five years, as broken out in the following table.

Fiscal Year	Amount
2025	\$ 142,000
2026	\$ 145,000
2027	\$ 148,000
2028	\$ 155,000
2029	\$ 155,000

The Department will utilize existing budgeted appropriations in the Power Operating Fund (401) to support the first year of contract costs. Future contract costs will be budgeted as part of the department's annual operating budget. There is no impact to the General Fund.

Respectfully submitted,



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