



Legislation Details (With Board Report)

**File #:** A 23-103      **Name:** Approve Standard Agreement with GHD - Computer Management System

**Type:** BoS Agreement      **Status:** Passed

**File created:** 4/3/2023      **In control:** Board of Supervisors

**On agenda:** 4/18/2023      **Final action:** 4/18/2023

**Title:** a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute a Standard Agreement between the County and GHD Inc., (Agreement) in an amount not to exceed \$289,776 for Computerized Maintenance Management System needs assessment and procurement assistance services procured under Request for Proposal (RFP) #10890 for a two-year term from April 18, 2023 to April 17, 2025;

b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign, subject to prior review and approval as to form by the Office of the County Counsel-Risk Management, and review of fiscal provisions by the Auditor Controller's Office, up to three amendments to the Agreement provided that said amendments do not significantly change the terms of the Agreement or increase the not to exceed amount by 10% of the original Agreement amount.

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:** 1. Board Report, 2. Attachment A – Standard Agreement with GHD Inc., 3. Completed Board Order Item No. 62

Date	Ver.	Action By	Action	Result
4/18/2023	1	Board of Supervisors		

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b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign, subject to prior review and approval as to form by the Office of the County Counsel-Risk Management, and review of fiscal provisions by the Auditor Controller's Office, up to three amendments to the Agreement provided that said amendments do not significantly change the terms of the Agreement or increase the not to exceed amount by 10% of the original Agreement amount.

**RECOMMENDATION:**

It is recommended that the Board of Supervisors:

a. Approve and authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to execute a Standard Agreement between the County and GHD Inc., (Agreement) in an amount not to exceed \$289,776 for Computerized Maintenance Management System needs assessment and procurement assistance services procured under Request for Proposal (RFP) #10890 for a two-year term from April 18, 2023 to April 17, 2025;

b. Authorize the Contracts/Purchasing Officer or Contracts/Purchasing Supervisor to sign, subject to prior review and approval as to form by the Office of the County Counsel-Risk Management, and review of fiscal provisions by the Auditor Controller's Office, up to three amendments to the Agreement provided that said amendments do not significantly change the terms of the Agreement or increase the not to exceed amount by ten percent (10%) of the original Agreement amount.

SUMMARY/DISCUSSION:

Public Works, Facilities and Parks (PWFP) is in need of a consultant with subject matter expertise to support implementation of a Computerized Maintenance Management System (CMMS) software solution for PWFP-maintained roads, bridges and facilities. Implementing a CMMS will allow staff to maintain a single database of all PWFP-maintained assets, track work orders by asset, improve maintenance and replacement forecasts, and plan for future infrastructure costs. Currently, PWFP uses multiple spreadsheets and databases to track asset inventory and work orders.

As part of the fiscal year (FY) 2022-23 budget, the Board approved funds to hire a consultant with experience in implementing CMMS software. The consultant's role includes evaluating PWFP's existing asset inventories, developing functional and technical specifications for a CMMS software RFP, support during the software RFP process, oversight during software implementation, and close-out. Securing a Standard Agreement between the County and GHD will allow PWFP to accurately identify its CMMS needs and secure a best value vendor that will provide the greatest overall return on investment for the County.

On November 17, 2022, the County issued RFP #10890 to solicit proposals from vendors to provide CMMS consulting services to PWFP, and the County received seven (7) proposal packages in response. Following staff's review and evaluation of the proposal packages, GHD Inc., was selected for an award based on the selection criteria outlined in the RFP. GHD Inc.'s proposal package demonstrated their expertise and capabilities, which are necessary to provide the services solicited through RFP #10890 in accordance with County policies and state, local and federal laws.

To encourage local vendor response to the RFP, a five percent (5%) points incentive was provided during the award selection process to those who completed the County's Local Business Preference Declaration form in accordance with the County's Local Preference Policy. However, none of the contractors that submitted proposals were local.

This initiative is pursuant to the July 22, 2020 CityGate Associates, LLC Report (CityGate Report) recommendations. The CityGate Report at Section 6.2.1 (Asset Management and Infrastructure) includes Recommendation Nos. 55, 56 and 57, which recommend the implementation of a Countywide asset management system, a work order management system, and an in-field access system. It also supports PWFP's FY 2022-23 identified Budget Year Goal to identify a Countywide CMMS to implement in FY 2023-24 that was presented in the FY 2022-23 Recommended Budget.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel-Risk Management and Auditor-Controller's Office have reviewed and approved the proposed Agreement as to form and fiscal provisions, respectively.

FINANCING:

Funding is available within the FY 2022-23 adopted budget for Road Fund 002, Appropriation Unit PFP004 for the CMMS consultant. If costs cross over into FY 2023-24, the recommended baseline budget includes appropriations of \$400,000.

BOARD OF SUPERVISORS STRATEGIC INITIATIVES:

The recommended actions support the Board of Supervisors Strategic Initiatives for Administration and Infrastructure by enabling PWFP to maintain and manage assets more efficiently.

Economic Development

Administration

Health & Human Services

Infrastructure

Public Safety

Prepared by: Patty Small, MA II (831) 784-5929

Reviewed by: Lindsay Lerable, Chief of Facilities

Enrique Saavedra, PE, Chief of Public Works

Tom Bonigut, PE, Assistant Director of Public Works, Facilities and Parks

Approved by: Randy Ishii, MS, PE, TE, PTOE

Director of Public Works, Facilities and Parks

The following attachments are on file with the Clerk of the Board:

Attachment A - Standard Agreement with GHD Inc.