



Agenda Report

MEETING DATE: Tuesday, December 12, 2023

TO: City Council

FROM: PUBLIC WORKS & UTILITIES DIRECTOR LINDBERG
ASST PUBLIC WORKS & UTILITIES DIRECTOR GREEN

THROUGH: CITY MANAGER MENDEZ

SUBJECT: APPROVE AMENDMENT NO. 1 TO CONTRACT WITH HDR
ENGINEERING, INC. FOR PREPARATION OF A COMPUTERIZED
MANAGEMENT MAINTENANCE SYSTEM (CMMS) DESIGN GUIDE IN
AN AMOUNT NOT TO EXCEED \$17,736

RECOMMENDED ACTION:

Staff recommends City Council adopt a resolution approving Amendment No. 1 to the contract with HDR Engineering, Inc. in the amount of \$17,736 for the preparation of a Computerized Management Maintenance System (CMMS) design guide for a total not to exceed contract amount of \$104,687.

DISCUSSION:

A professional engineering services agreement was executed with HDR Engineering, Inc. on July 27, 2023, in the amount of \$86,951 for the development of a customized design guide to assist the Public Works and Utilities Department with the implementation of a Computerized Maintenance Management System (CMMS) which will help modernize many of the department's asset management and maintenance work order management processes. The total contract amount was under the \$100,000 limit requiring City Council approval.

After execution of the contract, City Manager directed staff to request a quote to add the Parks Department asset management guide into the scope of work. This will help ensure the Parks Department implements a maintenance and work order process consistent with Public Works. The cost proposal provided by HDR Engineering, Inc. to add the Parks Department assessment to the scope of work would add \$17,736 to the total contract amount, which raises the total contract amount to \$104,687. This exceeds the City Manager \$100,000 purchasing policy limit, therefore requiring Council approval.

Staff recommends that Council approve the Amendment No. 1 to HDR Engineering Inc.'s contract for the development of a CMMS design guide in an amount not to exceed \$17,736, and authorize and direct City Manager to execute the same.

STRATEGIC PLAN:

This action is consistent with the following strategic plan goals:

2-Infrastructure & Environment

7-Efficient and Well Performing Government

FINANCIAL IMPACT:

There is sufficient funds in the engineering budget account 0710-540-7307 to cover this amendment amount.

ALTERNATIVE ACTION:

No reasonable alternatives are known at this time.

ATTACHMENTS AND/OR REFERENCES (If any):

None.