

# RIVERSIDE PUBLIC UTILITIES

## Board Memorandum

**BOARD OF PUBLIC UTILITIES**

**DATE:** JANUARY 13, 2020

**ITEM NO:** 7

**SUBJECT:** FIRST AMENDMENT TO PROFESSIONAL CONSULTANT SERVICES AGREEMENT WITH WESTIN TECHNOLOGY SOLUTIONS, LLC FOR WORK AND ASSET MANAGEMENT OPTIMIZATION PROJECT PHASE 1 TO EXTEND TERM FOR ONE YEAR ENDING MARCH 28, 2021 WITH AN INCREASE IN COMPENSATION IN THE AMOUNT OF \$58,500 FOR A TOTAL CONTRACT AMOUNT OF \$1,324,600; INCREASE WORK ORDER NO. 1820191 TO \$1,658,500

**ISSUES:**

Approve the First Amendment to Professional Consultant Services Agreement with Westin Technology Solutions, LLC, of Milwaukee, Wisconsin, for Work and Asset Management Optimization Project Phase 1 to extend the term for one year ending March 28, 2021 with an increase in compensation in the amount of \$58,500 for a total contract amount of \$1,324,600 and increase Work Order No. 1820191 by \$58,500 for a total of \$1,658,500.

**RECOMMENDATIONS:**

That the Board of Public Utilities:

1. Approve the First Amendment to Professional Consultant Services Agreement with Westin Technology Solutions, LLC, of Milwaukee, Wisconsin, for Work and Asset Management Optimization Project Phase 1 to extend the term for one year ending March 28, 2021 with an increase in compensation in the amount of \$58,500 for a total contract amount of \$1,324,600;
2. Increase Work Order No. 1820191 by \$58,500 for a total of \$1,658,500; and
3. Authorize the City Manager, or designee, to execute the First Amendment for Professional Consultant Services Agreement with Westin Technology Solutions, LLC, including making minor and non-substantive changes.

**BACKGROUND:**

In 2016, the City of Riverside engaged a third-party consultant firm, Baker Tilly, to conduct an audit of the performance of certain departments, programs, activities and functions within Riverside Public Utilities (RPU). One area of focus was RPU's asset management practices and making improvements to system functionality and business processes in order to improve the management of work assets in the existing system, Oracle's Utility Work and Asset Management (UWAM).

On March 12, 2018, the Board of Public Utilities (Board) approved Work Order No. 1820191 for a total capital expenditure of \$1,600,000 and a Professional Consultant Services Agreement with Westin Technology Solutions, LLC (Westin) in the amount of \$1,266,100 for the Work and Asset Management

Optimization Project Phase 1. The original scope for Phase 1 of the Project is expected to be completed on time, by March 2020.

## **DISCUSSION:**

On March 28, 2018, RPU entered into a two-year agreement with Westin for Work and Asset Management Optimization Project Phase 1. The main elements of the project encompass work management, asset management and inventory management. The project is currently 60% complete and at 60% spent; RPU staff have worked diligently alongside Westin to meet the established deadlines for each part of the project, and it is on track to meet the established completion date.

However, Westin's services are required to assist with additional scope of work concerning asset and inventory management for the forthcoming Citywide Streetlight Light-Emitting Diode (LED) Conversion Project, previously approved by the Board on July 25, 2016. The additional scope of work requires Westin to configure and map the new LED Streetlight assets in the UWAM system as they possess the required experience and knowledge with RPU's assets and asset management software.

The additional scope of work requires a one-year contract term extension and an increase in compensation. An increase of \$58,500 is required to meet the fiscal obligation to Westin for this additional work; this includes labor charges of \$53,500 and \$5,000 for travel and other associated expenses. This additional work will be completed by March 28, 2021 when RPU staff will be able to take the project forward. RPU staff evaluated the Consultant's proposal and is agreeable to the one-year term extension and increase in compensation amount.

The breakdown for Work Order No. 1820191, approved by the Board on March 12, 2018 is as follows:

DESCRIPTION	COST	PERCENT OF TOTAL
Professional Consultant Services (Contract)	\$1,266,100	79%
RPU and City IT Labor	\$333,900	21%
<b>TOTAL</b>	<b>\$1,600,000</b>	<b>100%</b>

The proposed breakdown for the Work Order No. 1820191 increase is as follows:

DESCRIPTION	COST	PERCENT OF TOTAL
Professional Consultant Services (Contract)	\$1,324,600	80%
RPU and City IT Labor	\$333,900	20%
<b>TOTAL</b>	<b>\$1,658,500</b>	<b>100%</b>

The Purchasing Manager concurs that the recommended action is in compliance with Purchasing Resolution No. 23256, Section 702 (r), which provides that competitive procurement is not required for renewal of maintenance, license(s), support, or a similar need for existing technology systems, including hardware, and the items are procured from a vendor that was originally selected based on the City's procurements standards, provided that the vendor has been used consecutively since then. Here, Westin has been used consecutively since their original procurement and would be the most qualified to continue in this role.

**FISCAL IMPACT:**

The fiscal impact associated with the approval of the First Amendment to Professional Consultant Services Agreement for the Work and Asset Management Optimization Project is \$58,500. Sufficient funds are available in Public Utilities Electric Professional Services Account No. 6105000-421000 for the contract amount of \$1,324,600.

Prepared by: George R. Hanson, Utilities Assistant General Manager/Energy Delivery  
Approved by: Todd M. Corbin, Utilities General Manager  
Approved by: Al Zelinka, FAICP, City Manager  
Approved as to form: Gary G. Geuss, City Attorney

Certifies availability  
of funds: Brian Senturier, Utilities Fiscal Manager

Attachments:

1. First Amendment to Professional Consultant Services Agreement with Westin Technology Solutions, LLC
2. Professional Consultant Services Agreement with Westin Technology Solutions, LLC