

Applicable Statute, Code, Policy, Rule or Regulation

NRS Chapter 332

Financial Information

Is there a fiscal impact? Yes

If yes, account name/number: General Fund - GIS Professional Services/1013015-500309; Stormwater Utility Fund - Professional Services/5053702-500309; Water Utility Fund - Professional Services/5203502-500309; Wastewater Utility Fund - Professional Services/5103201-500309

Is it currently budgeted? Yes

Explanation of Fiscal Impact: 1013015-500309 will be reduced by \$19,377 (the available budget is \$40,363); 5053702-500309 will be reduced by \$1,675 (the available budget is \$21,473); 5203502-500309 will be reduced by \$12,582.00; and 5103201-500309 will be reduced by \$17,832.00; these budgets will be augmented as part of the roll-forwards in January.

Alternatives

Do not approve the amendment and provide alternative direction to staff.

Attachments:

[19300060 Funding Breakdown.pdf](#)

[19300060 Amendment 1.pdf](#)

Board Action Taken:

Motion: _____

- 1) _____
- 2) _____

Aye/Nay

(Vote Recorded By)

Task ID	12/05/19 Approved Contract	01/16/20 Amendment 1	Total Contract
100	\$ 5,104.00		
200	\$ 30,425.00		
300	\$ 13,691.00		
400	\$ 6,910.00		
500	\$ 22,043.50	\$ 40,830.00	
600	\$ 8,900.00	\$ 10,636.00	
	\$ 56,130.00	\$ 51,466.00	\$ 107,596.00

* Funding	
1013015 500309	\$ 75,507.00
5053702 500309	\$ 1,675.00
5203502 500309	\$ 12,582.00
5103201 500309	\$ 17,832.00
	\$ 107,596.00

* Funding allocations determined based on the volume of work orders per funding source personnel (2019 data) in current Computerized Maintenance Management System (CMMS)

AMENDMENT FOR CONTRACT

Contract No.: 19300060

Title: Asset Management Needs Assessment and Software Solutions Evaluation

Amendment No.: 1

If Consideration will be amended, please indicate amount: Increase contract additional amount of \$51,466.00.

Reason for amendment: Increase the contract to include 5 total EAM software platform evaluations and the Summary Report tasks for a new contract total of \$107,596.00.

It is also agreed, that all unaffected conditions, requirements, and restrictions of the Original Contract document remain in full force and effect for the duration of the Contract term.

Amendment will become effective when signed by Purchasing and Contracts.

Approved by:

(1) City Department: Public Works

Name/Title: Darren Schulz, Director

Signature: _____ Date: _____

(2) District Attorney's Office:

Name/Title: Todd Reese, Deputy District Attorney

Signature: _____ Date: _____

(3) Carson City Purchasing and Contracts:

Name/Title: Carol Akers, Purchasing and Contracts Administrator

Signature: _____ Date: _____

(4) Atkins, Member of the SNC-Lavalin Group:

Name/Title: Brian Janes, PE, Project Manager

Signature: _____ Date: _____



Member of the SNC-Lavalin Group

Cost Proposal - By TaskAsset Management Needs Assessment and Software Solutions Evaluation
Carson City

Submittal Date: Dec-20-2019

Task ID	Description	Price
100	Project Management	
200	Needs Assessment	
300	EAM Functional Requirements	
400	Scoring Matirx	
500	EAM Software Platform Evals	40,830.00
600	Summary Report	10,636.00
	Total Extended Price	\$51,466.00

Asset Management Needs Assessment and Software Solutions Evaluation

Scope of Work (for Tasks 500 & 600)

Project Understanding

The City seeks to procure and implement an EAM software platform and continue to improve their asset management program, which the City will align to ISO 55000. As part of the EAM software evaluation and procurement process, the City is requesting that an asset management business requirements needs assessment be performed to establish the scope of the City's asset management program (what asset systems will be included) and the City's business requirements for each of the asset systems. Business requirements will be captured from stakeholder interviews. Stakeholder interviews will use the ISO 55000 standards as the basis for identifying, structuring, and prioritizing business requirements. After the development of business requirements a set of software functional requirements will be developed. Functional requirements are specific software capabilities and/or functionality that enable City business requirements to be achieved. The developed functional requirements will be utilized in the EAM scoring matrix and selection process.

The City further requires an assessment of its asset information and organizational enablers for asset management. Asset information will be assessed for its current maturity state to meet the City's asset management business requirements, where data gaps exist, and the implications of the City's asset information (data) maturity to the selection of a new EAM software platform. An example implication is the consideration of which EAM modules/functionality to purchase and implement and over what time horizons as asset information becomes available to be effectively used by the City.

Organizational enablers will be assessed to enable the City to fully understand and plan for the necessary internal cultural change, training needs, etc. that must be undertaken to successfully implement ANY new EAM software platform regardless of vendor. Maturity of asset information and organizational enablers will be included as key points of consideration during the EAM software scoring process to ensure the procured system is 'right sized' to the current and future states of the City as it progresses along its asset management journey.

Using this strategy, the City would like to evaluate 5 EAM software platforms, two of which have been identified as Lumin READYAsset and Tyler EAM. The remaining platform will be determined by coordinating with the City.

During the December 5th Board of Supervisors meeting, Tasks 1 through 4 were approved and direction was given to update tasks 5 and 6 to include 5 total EAM software platform evaluations. This scope of work covers tasks 5 and 6 and is intended to be an amendment of Tasks 1 through 4 previously approved.

Task 1. Project Management

Previously Approved on 12/5/19. See scope and fee dated 11/25/19 for details.

Task 2. Needs Assessment: Business Requirements, Asset Information, Organizational Enablers

Previously Approved on 12/5/19. See scope and fee dated 11/25/19 for details.

Task 3. EAM Functional Requirements

Previously Approved on 12/5/19. See scope and fee dated 11/25/19 for details.

Task 4. Scoring Matrix

Previously Approved on 12/5/19. See scope and fee dated 11/25/19 for details.

Task 5. EAM Software Platform Evaluations

The City has already identified the Tyler EAM solution and LLumin READYAsset as candidates for the evaluation. In addition, and in cooperation with the City as outlined below, Atkins will identify three (3) additional candidates to be subjected to the evaluation process. These candidates will be confirmed with the City to gain concurrence.

At the onset of this step and in order to identify the additional vendor, Atkins will use our market analysis list and suggest the other EAM vendors to be evaluated based on the outcomes of the Business Requirements Report and the City PM's concurrence.

The EAM software evaluation process for all five (5) systems will consist of a 120 minute (2 hour) scripted vendor demonstration, followed by a 45 minute question and answer. Vendors will be allowed 15 minutes for company introductions.

An Atkins subject matter expert will attend the vendor demonstrations.

During the vendor presentation, a note sheet will be used by each of the City evaluation team (and Atkins) to collect observations and supporting information to be used in completing the actual scoring matrix. Atkins will collect these note sheets at the conclusion of the presentations and use them to document the perception of the presentation.

For up to 1 hour following each vendor demonstration the evaluation team will review different aspects of the presentation, will discuss their perceptions of the presentation, and will enter their scorings into the matrix. We will formulate any identified gaps into queries and send them to the vendor for response. Completing the scoring matrix in an open, conversant team environment will allow individuals to clarify and share observations and understandings. It is common for members of EAM software evaluation teams to sit through the same demonstration and yet come away with very different impressions of what was shown. We will seek to minimize this for the City's benefit.

Deliverables:

- Presentation attendees - completed evaluation matrix for all vendors
- Atkins - summary writeup including gap analysis and product comparisons for the vendors (future appendix to summary report), limited to 1 page per vendor

Assumptions:

- Atkins PM (others by conference call) will meet with City staff for Lumin and Tyler to prepare for demonstrations
- Vendors will likely present software evaluations remotely via conference call
- Scheduling for vendor demonstrations will attempt to be made during sequential days within a single work week. If this is not possible for vendors, an adjacent week will be used for scheduling the remaining demonstrations within a single day or adjacent days.
- Vendor presentations and scoring will be no more than 4 hours in duration each
- This scope and fee include up to two trips for two Atkins SMEs (4 total trips) to attend the vendor demonstrations. 5 days total for each SME (10 days total) is anticipated to be sufficient for the 5 demonstrations.
- Schedule and scope is dependent on vendor responsiveness and ability to present. If vendors are unable/unwilling to present, Atkins will evaluate based on available information. Vendors will be scored accordingly.

Task 6. Summary Report

A summary report will be developed that will report the findings of Tasks 2 through 5 and include a recommendation for a preferred EAM software platform based on the City's needs assessment and platform evaluations. The recommendation will be based on the final scoring on the evaluation matrix, cost, implementation, licensing, etc. This recommendation will be made in consultation with City staff.

The summary report will be added to the EAM Business Requirements document.

One (1) presentation to Carson City executives is expected (as directed by the City PM). Presentation is expected to be similar to an executive summary of the process and recommendations.

Deliverables:

- Draft and Final Summary report
- Draft and final executive presentation

Assumptions:

- Summary report is expected to be less than 20 pages in length.
- One round of City comments is expected at which time the report will be updated and submitted as a final.
- Carson City PM or delegate will provide Atkins with one collated comment list