



MEMORANDUM

Council Agenda
Item No. X. A
1/2/2024

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Concurrence with the Oklahoma City Water Utilities Trust in ratifying and approving Addendum No. 1; approving Professional Service Agreement (C249041) and System Support Contract (C249042) with Nexgen Asset Management to provide an Enterprise Asset Management System Selection, Deployment and Implementation, estimated cost \$4,694,440.

Purpose:

To approve a Professional Services Agreement and System Support Contract to provide an Enterprise Asset Management System.

Background:

The Oklahoma City Water Utilities Trust (OCWUT) sought an integrated off-the-shelf Enterprise Asset Management (EAM) packaged solution to meet its core requirements with minimal modifications.

OCWUT asset portfolio includes:

- Water Quality (Water Treatment Plants, Raw Water Pump Stations, Booster Stations, AirVac Vacuum Stations, Meter Vaults, and Pipelines)
- Wastewater Quality (Wastewater Treatment Plants, Wastewater Lift Stations, Flowmeter Stations, and Wastewater Lagoons)
- Tinker Air Force Base (Water Utilities, Wastewater Utilities)

Proposals were sought from firms with experience successfully implementing the proposed solution at public agencies of similar size with similar requirements for water and wastewater utilities. Upon entering a contract, the selected respondent will be responsible for the installation, implementation, migration, and commissioning of the EAM solution, including the development of user acceptance testing, system integration, training, connectivity to existing resources, and ongoing support and maintenance. The project will be built upon a four-phased approach.

Phase I—The initial Project Definition Phase includes team chartering activities as well as the development of a Project Management Plan, with an associated Communication Plan and Change Management Plan.

Phase II—During the Blueprinting Phase, the proposer will work with OCWUT staff to review and confirm business processes, functional requirements, and system configurations. The proposer will prepare a detailed System Implementation Plan, including a schedule utilizing Microsoft Project.

Phase III—At the Realization Phase, the proposer will configure the system based on the approved requirement documents from the Blueprinting Phase. The key deliverables for this phase include implementation and configuration teams formed, Change Management Plan, Configuration Sprints 1-4, data migration, requirements traceability sign-off, Master Testing Plan completed, User Acceptance Training, Go-Live Plan completed, and end user training.

Phase IV—The selected vendor will need to provide a detailed plan for a highly reliable transition from the current system to the EAM system. This will allow the stakeholders' staff to plan accordingly for any disruptions that may take place during the Go-Live Phase. The proposer will have 30 days after the go-live date to close any defects found. EAM software support will be fully functional and begin at the go-live stage.

The System Support Contract will start when the implementation is complete. The letter of credit will be submitted upon agreement approval.

On September 28, 2022, OCWUT solicited proposals from firms for Enterprise Asset Management System Selection, Deployment, and Implementation. Eight firms submitted proposals. The selection committee evaluated proposals and recommended negotiations with the top-ranked proposer, Nexgen Asset Management.

Estimated Cost:

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|---------------------------------|--------------------|
| Professional Services Agreement | \$3,423,544 |
| System Support Contract | <u>\$1,270,896</u> |
| | \$4,694,440 |

Notification:

Addendum No 1. was issued to prospective bidders on November 3, 2022

Source of Funds:

OCWUT-Water Facility Account-Water Trust Capital-Water Administration-Project WM-0307-Capitalized Professional Services (360-3060-3901600-06010-WM-0307-54040049)

OCWUT-Sewer Facility Account-Sewer Trust Capital-Sewer Administration-Project SM-0309-Capitalized Professional Services (360-3560-3801600-07010-SM-0309-54040049)

OCWUT-Water Tinker Account/Sewer Tinker Account-Water Trust Operations/Trust Operations-Water-Tinker Municipalization/Sewer-Tinker Municipalization-Tinker Services (360-3072/3572-3901100/3801100-06040/07040-52040072)

Review:

Utilities Department

Recommendation: Concur with the Oklahoma City Water Utilities Trust in ratifying and approving the addendum; and approving the Professional Services Agreement and System Support Contract.