

- **Board of Directors**  
**Asset, Real Estate and Infrastructure Policy Committee**

December 9, 2003 Board Meeting

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**8-4**

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**Subject**

Authorize entering into an agreement with Applied Planning International, Inc. not to exceed \$452,000 for consulting services to upgrade Metropolitan's Maintenance Management System (Approps. 15408 and 15259)

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**Description**

An important component of the CEO's business plan goal to enhance system reliability is the implementation of a maintenance action plan. In addition, the business plan calls for achieving higher levels of preventative maintenance versus corrective maintenance. Part of the strategy to achieve improvements in the maintenance area is through more effective use of technology.

Metropolitan currently uses a software package called Maximo to manage these important maintenance activities on its water conveyance, treatment and distribution systems. Maximo facilitates the planning and recording of maintenance activities (i.e., preventive and corrective maintenance work orders) and acts as a repository for equipment information and maintenance procedures. These records provide documentation required by drinking water quality regulations such as the Interim Enhanced Surface Water Treatment Rule.

Maximo was implemented at all field sites in 1998/99. Metropolitan has been using Maximo version 2 since the original implementation. This version is no longer supported by the vendor. However, Maximo continues to be one of the best maintenance management software packages available today. As part of the Information Technology Strategic Plan, an in-depth review of the maintenance management area was performed and it was recommended that Metropolitan upgrade the software to a current web-based version (version 5), setting the stage to implement mobile technology and utilize the materials management components of Maximo.

Metropolitan is seeking consulting services from Applied Planning International, Inc. to assist in upgrading the Maximo software to the current web-based version, implementing mobile technology for maintenance workers in the field and establishing an interface to Metropolitan's inventory and procurement system. The software cost of the new version of the software is already covered as part of Metropolitan's annual maintenance agreement with the Maximo vendor.

The Board previously appropriated funds for these upgrades. The most recent board action on this initiative was approved in May 2003. This action authorizes entering into a competitively selected professional services agreement with Applied Planning International, Inc. in the amount not to exceed \$452,000 for services to implement the remaining upgrades to Metropolitan's Maintenance Management System.

A request for proposals was issued to 77 firms. Metropolitan received nine proposals. The proposals were evaluated based on pre-established criteria. Based on the scores, five firms were short-listed and invited to give oral presentations. After considering the proposals and the oral presentations, Applied Planning International, Inc. was selected as the consultant to assist Metropolitan in implementing the Maintenance Management System upgrades.

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**Policy**

Metropolitan Water District Administrative Code § 8115: Negotiated Contracts

**California Environmental Quality Act (CEQA)**

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CEQA determination for Staff Recommendation:

The proposed action is not defined as a project under CEQA because it involves continuing maintenance activities (Section 15378(b)(2) of the State CEQA Guidelines). In addition, the proposed action is not subject to CEQA because it involves other government fiscal activities, which do not involve any commitment to any specific project, which may result in a potentially significant physical impact on the environment (Section 15378(b)(4) of the State CEQA Guidelines).

The CEQA determination is: Determine that the proposed action is not subject to the provisions of CEQA pursuant to Sections 15378(b)(2) and 15378(b)(4) of the State CEQA Guidelines.

**Staff Recommendation**


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Adopt the CEQA determination and authorize entering into an agreement with Applied Planning International, Inc., not to exceed \$452,000 for implementation services to upgrade Metropolitan’s Maintenance Management System.

**Fiscal Impact:** \$452,000 in previously appropriated and budgeted capital funds.

  
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Roy L. Wolfe  
Manager, Corporate Resources

11/20/2003  
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Date

  
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Ronald R. Gastelum  
Chief Executive Officer

11/21/2003  
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Date