MEMORANDUM

To: Mayor and City Council Members
          Steve Parker, City Manager

From: Timothy J. Howe, Director – Water / Wastewater Utilities

Through: Rick Cortes, Deputy City Manager

Subject: Seguin Utilities Asset and Performance Management Program Development and Support Services

Date: June 7, 2022

At the request of the City of Seguin, Brio Consulting, LLC prepared a professional service proposal for to design and implement a computerized maintenance management system, a performance management system and to provide continuing services for support of the asset management program related to Seguin Utility services. The scope of work is proposed in four phases as follows:

- **Phase 1 – Asset Management Program Initiation**
  - Tyler Incode Update
  - Vertical Plant Asset Registry
  - Document PM procedures
  - Business Process Improvement
- **Phase 2 – Cityworks Configuration, Interfaces and Performance Management System Development**
  - Cityworks Storeroom Configuration
  - Procurement and Materials Management Go-live & Support
  - Cityworks AMS System Configuration
  - Vertical Plant Go-live
  - WebQA Interface Design and Benefit Analysis
  - Interface Development and Testing
  - WebQA Interface Development and Testing
  - Linear System Go-live
  - Performance Management System Development & Go Live
- **Phase 3 – Stormwater Utility Support**
  - Review Geodatabase Deign & Provide Tech Assistance
  - Implement Cityworks for Stormwater
  - Go Live Support for Stormwater
- **Phase 4 – Ongoing Support Year 1**
  - Ongoing CMMS Technical Support - First Year Post Go-live
  - Ongoing AMP Development & Management Support - First Year Post Go-live
  - Ongoing Technical Support & Hosting of Performance Management System

The funds are available and approved for FY22. The source is Utility Fund Capital Projects. Staff recommends acceptance of this professional service proposal in the amount of $1,362,387 and will be available to answer any questions at the Tuesday, June 7, 2022 City Council Meeting.