



Meeting Date: 10/23/2007

ACTION	TYPE OF ITEM
<input type="checkbox"/> Approved Recommendation	<input checked="" type="checkbox"/> Info/Consent
<input type="checkbox"/> Ord. No(s) _____	<input type="checkbox"/> Report
<input type="checkbox"/> Res. No(s) _____	<input type="checkbox"/> Public Hearing (Info/consent)
<input type="checkbox"/> Other _____	<input type="checkbox"/> Study Session

Prepared By: Anthony Emmert *[Signature]*

Agenda Item No. I-9

Reviewed By: City Manager *[Signature]* City Attorney *[Signature]* Finance *[Signature]* Public Works *[Signature]*

**DATE:** October 15, 2007

**TO:** City Council

**FROM:** Mark Norris, Assistant Public Works Director  
Public Works, Utilities Services Branch *[Signature]*

**SUBJECT:** Agreement with Brown and Caldwell for Enterprise Operations Manual System

**RECOMMENDATION**

That City Council approve and authorize the Mayor to execute an agreement with Brown and Caldwell for \$333,600 for an Enterprise Operations Manual System (Agreement No. A-6923) to catalogue and manage documents and information for the Water Resources Division.

**DISCUSSION**

The Water Resources Division (WRD) of the Public Works Department, Utilities Branch, is responsible for providing water and wastewater services for the City of Oxnard and several adjacent communities. In this role, WRD operates a number of facilities, including the 31.7 mgd Oxnard Wastewater Treatment Plant (OWTP), wastewater collection system with 18 lift stations, several water blending stations, a water distribution system, a stormwater collection system, and a desalination facility. In order to meet the needs of the community, the City is in the process of implementing upgrades and modifications to several existing facilities and bringing new facilities on-line. This includes, but is not limited to, construction of the new Headworks Facility at the OWTP (influent pumping, coarse screening and compacting, grit removal and odor control) and new Desalter Facilities at Blending Station No. 1, recently completed Blending Stations No. 3 and No. 5, and design of the Advanced Water Purification Facility.

In addition to the actual construction of the new or upgraded facilities, the WRD needs to provide operations and maintenance staff with the necessary plans, specifications, equipment manuals, standard operating procedures, and training materials necessary to properly operate and maintain these facilities into the future. Good industry practice dictates that these materials and documents be developed and provided at the time that the facilities are brought into service. Additionally, over the next few years, the WRD is facing the imminent retirement of several key staff members, and desires to capture the collective knowledge of these employees through the development of standard procedures. The WRD proposes to catalog and manage these documents and information through an enterprise-wide electronic

## **Agreement with Brown and Caldwell for Enterprise Operations Manual System**

October 15, 2007

Page 2

operations manual (EOM) system.

The proposed project includes: development of the EOM System, creation of EOMs for the Blending Station No. 1 Desalter, Blending Station No. 3, Blending Station No. 5, and the migration of existing electronic manuals and training materials for the Wastewater Treatment Plant Chlorination Facility and Headworks Facility, currently residing in the City's older pilot Information Access System, into the new EOM System. The new EOM System will be fully compatible with the City's existing information technology infrastructure, and has been included in the City Information Systems Division's Information Technology Master Plan development effort. The EOM System will comply with the City's programming standards and will be accessible through the existing City Intranet system. The pilot Information Access System, originally developed by Red Oak Consultants, will be phased out.

The City requested qualifications and performed interviews of several firms, including Kennedy/Jenks Consultants, Prousys, Red Oak Consultants, and Brown and Caldwell. The City found Brown and Caldwell to be the most qualified firm to perform the work, and subsequently negotiated a fee.

### **FINANCIAL IMPACT**

The cost of Agreement No. A-6923 is \$333,600, including \$86,800 from the Wastewater Fund 621 and \$246,800 from the Water Fund 601. There are sufficient funds in Project No. 016204 Account No. 621-6724-822 and Project No. 066001 Account No. 601-6539-821-8605, to cover the cost of the agreement.

(AE:ts)

Attachments: #1 – Agreement No. A-6923

Note: The Agreement No. A-6923 has been provided to the City Council. Copies are available for review at the Circulation Desk in the Library after 6:00 p.m. on the Thursday prior to the Council meeting and at the City Clerk's Office after 8:00 a.m. on Monday.

**000036**