

**Indian River County, Florida  
Department of Utility Services  
Board Memorandum**

**Date:** May 07, 2020

**To:** Jason E. Brown, County Administrator

**From:** Vincent Burke, PE, Director of Utility Services

**Subject:** Asset Management Program: Computerized Maintenance Management System Software Selection Planning Service

**Descriptions and Conditions:**

Indian River County Department of Utility Services (IRCDUS) owns and operates both water and wastewater utility infrastructure and serves approximately 50,000 accounts. This infrastructure consists of water production facilities, water wells, potable water distribution networks, wastewater treatment facilities, wastewater collection systems, and reclaimed water distribution networks. This infrastructure is comprised of a considerable number of assets in the form of equipment, buildings, property, pipelines, manholes, supply wells, and a variety of other components used in operating the systems. These assets require preventative and corrective maintenance with a limited service life requiring eventual replacement. In addition, the systems will expand over time as new customers connect to the system, adding additional assets to the infrastructure.

**Analysis:**

IRCDUS desires to replace the existing Utility Asset Management Computerized Maintenance Management System (CMMS) with a new software system that meets all necessary functional requirements for the successful management of plant, pumping and pipeline assets. The CMMS must provide data-driven metrics to drive decision making, budgetary processes, projections, and report/audit functionality. To achieve this goal, IRCDUS is initiating this work order to receive planning assistance with selecting the best-fit software platform. As part of the Phase I Asset Management work, Arcadis U.S., Inc. (Arcadis) performed an analysis to determine the relative cost to update and correct the existing SEMS implementation at IRCDUS versus replacement, and it was determined that the cost of a new system would be similar to the cost of updating the existing system. Arcadis believes that legacy software system replacements such as this are the ideal time to improve overall business process execution, using the new technology as the lever to make positive changes to the organizational performance.

Pursuant to the Agreement for Professional Services entered into on October 17, 2017, IRCDUS solicited a proposal from Arcadis for the CMMS software selection planning service. Arcadis has submitted Work Order No. 2.

This analysis is not just a utility-related function. It will incorporate the existing utility operational policies and procedures of operations, maintenance and planning, which routinely relies on the Geographic Information Systems (GIS) and Information Technology (IT). Both the GIS and IT stakeholders have played an active role in assisting IRCDUS in refining the proposed scope of work to ensure that it meets the minimum functional requirements.

The two-month project consists of three main tasks as follows:

- Task 1 – PROJECT MANAGEMENT AND KICKOFF MEETING
- Task 2 - REQUIREMENTS DEFINITION
- Task 3 – PROCUREMENT PLANNING

**Funding:**

Funding of \$50,405 for the Asset Management Plan (AMP) CMMS software selection planning services was budgeted and approved for Fiscal Year (FY) 19/20. Funding for the CMMS planning service is available in the other professional services account in the Utilities Operating Fund. Utilities operating funds are derived from water and sewer sales.

Description	Account Number	Amount
Other Professional Services	47123536-033190	\$50,405

**Recommendation:**

Staff recommends approval of the scope of services outlined in Exhibit 1 and requests the Board of County Commissioners approve Arcadis U.S., Inc. Work Order No. 2 for a lump sum amount of \$50,405.00.

**Attachment:**

Exhibit 1 - Computerized Maintenance Management System Software Selection Planning Service