



Contra  
Costa  
County

To: Board of Supervisors  
From: Brian M. Balbas, Public Works Director/Chief Engineer  
Date: October 23, 2018

Subject: APPROVE and AUTHORIZE a contract amendment with Plan B Works, Countywide.

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**RECOMMENDATION(S):**

APPROVE and AUTHORIZE the Public Works Director, or designee, to execute a contract amendment with Plan B Works to increase the payment limit by \$275,000 to a new payment limit of \$1,460,000 and extend the termination date from June 30, 2019 to June 30, 2020, to assist in the creation of asset management decision support tools, Countywide.

**FISCAL IMPACT:**

100% General Fund.

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☒ APPROVE

☐ OTHER

☒ RECOMMENDATION OF CNTY ADMINISTRATOR

☐ RECOMMENDATION OF BOARD COMMITTEE

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Action of Board On: **10/23/2018** ☒ APPROVED AS RECOMMENDED ☐ OTHER

Clerks Notes:

**VOTE OF SUPERVISORS**

AYE: John Gioia, District I Supervisor  
Candace Andersen, District II Supervisor  
Diane Burgis, District III Supervisor  
Karen Mitchoff, District IV Supervisor  
Federal D. Glover, District V Supervisor

I hereby certify that this is a true and correct copy of an action taken and entered on the minutes of the Board of Supervisors on the date shown.

ATTESTED: October 23, 2018

David Twa, County Administrator and Clerk of the Board of Supervisors

By: Laura Cassell, Deputy

Contact: Brian Balbas, (925)  
313-2201

cc:

## BACKGROUND:

On November 17, 2015, the Public Works Director approved the initial contract with Plan B Works for \$235,000 to provide business analysis services for the creation of asset management decision support tools.

On August 9, 2016, the Board of Supervisors approved an amendment for \$150,000, primarily to account for two new deliverables that were not covered in the original contract's scope of work:

1. A new application for transmittal of building cost data into the Finance system
2. A 5-year 'Capital Renewal Budget' for Contra Costa County-owned buildings

On January 10, 2017 the Board of Supervisors approved a second amendment for \$250,000 to allow for the completion of the Facilities Condition Assessment (FCA) interviews; this FCA data has become the primary input into the 'Capital Renewal Budget' deliverable.

On September 12, 2017 the Board of Supervisors approved a third amendment for \$250,000 to allow for the handoff of the FCA process to PW staff, implementation of Sage estimating software, and the re-engineering of the CAO's "Capital Improvements Approval" process.

On March 13, 2018 the Board of Supervisors approved a fourth amendment for \$300,000 to allow for the completion of the FCA software & reporting, and to allow for the creation of a 'Work Order Prioritization' process.

This amendment allows for the completion of existing project deliverables that took longer than expected:

1. The Re-engineering of the "Capital Improvements Approval" process, including the development of 'Capital Projects Invoice Approval' software; and
2. The creation of dashboards that will be used for asset management decision support. While the initial iteration of the Asset Management Dashboard has been delivered, additional time is required to test, gather feedback, and refine the dashboard.

The Public Works Department respectfully requests the approval of this amendment to provide funding and time to complete the remaining business analysis required for Public Works to create decision support software for asset management, and to implement the associated processes.

## CONSEQUENCE OF NEGATIVE ACTION:

Without approval from the Board of Supervisors, key components of an Asset Management Solution will not be delivered, including the 'Invoice Approval' application, as well as the ability to track the 'per building' costs of capital improvements.