

*County of Orange, OC Public Works  
LA Consulting, Inc.*

*MA-080-19011121*

**AMENDMENT NO. 1  
FOR  
MAINTENANCE SYSTEM ENHANCEMENTS AND PROGRAM MANAGEMENT**

This AMENDMENT is made and entered into as of the date fully executed by and between the County of Orange, a political subdivision of the State of California (“County”) and LA Consulting, Inc. with a place of business at 124 11<sup>th</sup> Street, Manhattan Beach, CA 90266-5419 (“Contractor”), which are sometimes individually referred to as “Party” or collectively referred to as “Parties”.

**RECITALS**

WHEREAS, County and Contractor entered into Contract MA-080-19011121 for Maintenance System Enhancements and Program Management, effective May 03, 2019 through May 02, 2022, in the Not-to-Exceed of \$1,330.059.00 (“Contract”); and,

WHEREAS, the Parties now desire to add the Orange County Flood Control District as a party to this Contract and make relevant changes to the Insurance and Indemnification provisions; and,

WHEREAS, the Parties now desire to update title of Attachment A; and,

WHEREAS, the Parties now desire to renew the Contract for two (2) years effective May 03, 2022 through May 02, 2024, with a Not-to-Exceed of \$868,572; and,

WHEREAS, the Parties now desire to amend Article 3; and,

WHEREAS, the Parties now desire to reserve Article 16; and,

WHEREAS, the Parties now desire to amend Article 25 to reflect changes to the Contract’s Notice information; and,

WHEREAS, the Parties now desire to amend Attachment A, the Scope of Work of the Contract; and,

WHEREAS, the Parties now desire to amend Attachment B, Items A&B of Fees and Charges; and,

WHEREAS, the Parties now desire to amend Attachment C, the Key Personnel of the Contract; and,

NOW THEREFORE, the Parties agree as follows:

**AMENDMENT TO CONTRACT ARTICLES**

***RENEWAL AMENDMENT:***

1. The preamble of Contract MA-080-19011121 for Maintenance System Enhancements and Program Management shall be amended to include Orange County Flood Control District, a body corporate and politic, (“District”) as a party.
2. Article O. Insurance Requirements of the Contract shall be amended as follows:

**Required Endorsements**

The Commercial General Liability policy shall contain the following endorsements, which shall accompany the Certificate of Insurance:

- 1) An Additional Insured endorsement using ISO form CG 20 26 04 13 or a form at least as broad naming the County of Orange and the Orange County Flood Control District, their elected and appointed officials, officers, agents and employees as Additional Insureds, or provide blanket coverage, which will state AS REQUIRED BY WRITTEN CONTRACT.
- 2) A primary non-contributing endorsement using ISO form CG 20 01 04 13, or a form at least as broad evidencing that the Contractor's insurance is primary and any insurance or self-insurance maintained by the County of Orange shall be excess and non-contributing.

The Workers' Compensation policy shall contain a waiver of subrogation endorsement waiving all rights of subrogation against the County of Orange and the Orange County Flood Control District, their, its elected and appointed officials, officers, agents and employees or provide blanket coverage, which will state AS REQUIRED BY WRITTEN CONTRACT.

All insurance policies required by this Contract shall waive all rights of subrogation against the County of Orange and the Orange County Flood Control District, their elected and appointed officials, officers, agents and employees when acting within the scope of their appointment or employment.

Contractor shall notify County in writing within thirty (30) days of any policy cancellation and ten (10) days for non-payment of premium and provide a copy of the cancellation notice to County. Failure to provide written notice of cancellation may constitute a material breach of the Contract, upon which the County may suspend or terminate this Contract.

The Commercial General Liability policy shall contain a severability of interests clause also known as a "separation of insureds" clause (standard in the ISO CG 0001 policy).

Insurance certificates should be forwarded to the agency/department address listed on the solicitation.

If the Contractor fails to provide the insurance certificates and endorsements within seven (7) days of notification by CEO/Procurement or the agency/department procurement division, award may be made to the next qualified vendor.

County expressly retains the right to require Contractor to increase or decrease insurance of any of the above insurance types throughout the term of this Contract. Any increase or decrease in insurance will be as deemed by County of Orange Risk Manager as appropriate to adequately protect County.

County shall notify Contractor in writing of changes in the insurance requirements. If Contractor does not deposit copies of acceptable Certificates of Insurance and endorsements with County incorporating such changes within thirty (30) days of receipt of such notice, this Contract may be in breach without further notice to Contractor, and County shall be entitled to all legal remedies.

The procuring of such required policy or policies of insurance shall not be construed to limit Contractor's liability hereunder nor to fulfill the indemnification provisions and requirements of this Contract, nor act in any way to reduce the policy coverage and limits available from the insurer.

3. Article Y. Indemnification of the Contract shall be amended as follows:

**Indemnification:** Contractor agrees to indemnify, defend with counsel approved in writing by County, and hold County, District, and their respective elected and appointed officials, officers, employees, agents and those special districts and agencies which County's Board of Supervisors acts as the governing Board ("County Indemnitees") harmless from any claims, demands or liability of any kind or nature, including but not limited to personal injury or property damage, arising from or related to the services, products or other performance provided by Contractor pursuant to this Contract. If judgment is entered against Contractor and County by a court of competent jurisdiction because of the concurrent active negligence of County, District or County Indemnitees, Contractor and County agree that liability will be apportioned as determined by the court. Neither party shall request a jury apportionment.

4. Contract attachments list shall be amended to read as follow:

**ATTACHMENTS**

This Contract is comprised of this document and the following Attachments, which are attached hereto and incorporated by reference into this Contract:

Attachment A – Scope of Work

Attachment B – Payment/Compensation

Attachment C – Staffing Plan

5. Article 2 of the Contract shall be amended to include the following:

Contract shall be renewed for two (2) years starting May 3, 2022, unless otherwise terminated as provided herein.

6. Article 3 of the Contract shall be amended as follows:

This Contract may be renewed by mutual written agreement of both Parties for one (1) additional two (2) year term. The County does not have to give reason if it elects not to renew. Renewal period may be subject to approval by the County of Orange Board of Supervisors.

7. Article 16 of the Contract is amended as follows:

**16. Reserved**

8. The contact information within "cc:" in Article 25 of the Contract shall be amended to read in its entirety as follows:

OC Public Works/Procurement Section  
Attn: John Martinez, County DPA  
601 N. Ross St. Santa Ana, CA 92701  
Phone: 714.667-9628  
Email: [John.Martinez@ocpw.ocgov.com](mailto:John.Martinez@ocpw.ocgov.com)

9. Attachment A shall be revised in its entirety and replaced with the following:

**ATTACHMENT A  
SCOPE OF WORK**

**I. BACKGROUND**

OC Public Works/Operations and Maintenance (OC PW/O&M) is responsible for maintenance of over 380 miles of improved regional flood control channels and nearly 320 miles of roads in the unincorporated County. In addition, OC Public Works/Operations and Maintenance maintains approximately 300 additional miles of roads for the contract cities of Mission Viejo, Dana Point and the Transportation Corridor Agency. Maintenance is performed through a combination of force account crews, Community Work Program Labor Crews, standing maintenance services contracts, JOC (job order contracting) and one-time maintenance contracts.

OC PW/O&M has utilized a Computerized Maintenance Management System (CMMS) since 1981 and implemented updated maintenance management system (MMS) software, CMMS, that has been in use since 2001. The basic system supports OC PW/O&M need for a maintenance management system for planning, organizing, scheduling and controlling maintenance work. OC PW/O&M desires to continue use and enhancement of the CMMS. OC Public Works has also implemented a CRM system that interfaces directly with the CMMS to provide the public and outside agencies ability to submit service requests. There are also existing interfaces for warehouse management, integrated pest management program tracking, payroll, GIS and dashboards. These are all used to integrally manage OC PW/O&M operations.

OC PW/O&M requires continuation of ongoing technical and administrative consultant expertise with workload projections, development of annual work plans, determination of required resources (both force account and contract), field work reviews, productivity evaluations and measurement of work, monitoring and implementing work flows, as well as ongoing assistance with the quality control of data entries, output generation and overall administration and maintenance of the CMMS and related linkages and databases.

## II. OPERATION METHODOLOGY

- A. The County's intent is for one distinct maintenance management system for OC PW/O&M to be used. The contractor's scope shall be devised into three sections and thirty-two (32) tasks:
- SECTION I - ANNUAL PROGRAM UPDATE
  - SECTION II - SYSTEM MAINTENANCE AND MANAGEMENT
  - SECTION III - SYSTEM ENHANCEMENT
- B. The following are descriptions which include the process, methods and procedures to be used, and reflects the end result to be expected from each task.

### **SECTION I - PRODUCTION OF ANNUAL PLANS**

The purpose of Section I shall be the production of one annual plan for the next fiscal year that incorporates OC PW/O&M desires and available manpower and equipment resources and estimates to be used in the County's fiscal budget. The overall plan shall include separate plans for five management units for the County and five plans for each of the two contract cities and the Transportation Corridor agencies, for a total of 25 management unit plans and over 750 activity plans with additional plans that need to be developed as new contract cities or agencies are contracted. The updated plan shall consider the impact of current and future plans, regulatory

permit requirements, existing maintenance improvement plans (MIP), KPI (key performance indicator) monitoring and available funding. Plans shall include the most efficient use of resources including equipment, labor, materials and contracts.

**Task 1.1 - General Process**

An overview of the annual plan update process shall be provided to all of the OC PW/O&M management and senior staff during routine management meetings. The goal is to refresh more experienced staff and orient those less familiar or new employees, with the process.

Deliverable: Planning process overview shall be given to OC PW/O&M.

**Task 1.2 - Work Activity Analysis**

A review of work performed in previous years by OC PW/O&M as well as contract maintenance work shall be compiled from CMMS data and evaluated for each of the 195+ activities. Discussions with key staff and meetings with various supervisors shall be conducted to determine appropriate work activities, along with feature inventories and work units. Activities may be added or deleted based upon scheduling, production or operational requirements. A team review approach by OC PW/O&M staff and the contractor shall be conducted.

Deliverable: A list of work activities for the next fiscal year.

**Task 1.3 - Feature Inventory**

Existing feature inventories for the activities developed in task 1.1 for OC PW/O&M shall be evaluated and updated by the contractor. Inventory changes shall account for expansion of road and flood miles or other items (number of drains, number of signs, etc.) which may affect work requirements and/or service levels. This task includes update of feature inventories for the five contract agencies in addition to the county maintained areas.

Deliverable: Updated feature inventory for OC PW/O&M.

**Task 1.4 - Revise Service Levels**

The projected service levels shall be reviewed with all supervisors and senior management staff by the team. The previous year's data along with OC PW/O&M desired service levels shall be evaluated and next year's estimates of service levels made. Service levels will include the frequencies of maintenance for all 60+ activities for 25 management units. This task includes update of service levels for the contracted agencies in addition to the county maintained areas. Previous year's data shall be evaluated and compared to current service levels. This task will include meetings (approximately 14) with each of the sections in PW/O&M as well as management staff in each of the contract agencies.

Deliverable: Service levels for the fiscal year shall be estimated.

**Task 1.5 - Performance Guideline Update**

A series of meetings (4) shall be conducted for OC PW/O&M personnel for each of the four key sections, including, Administrative Managers, Supervisor I's, scheduling and inspection staff involved in the process as required. Crew size, resources required, work methods and average

production values shall be updated to reflect the desired operation for each of the ~ 200 activities performed. Utilizing past history and experience of the contractor and County staff, a concerted effort shall be made to identify the most efficient approach to each activity. Guidelines for new activities added in Task 1.2 shall also be prepared and agreed to with staff. This includes update of the electronic guideline files and all the related work plans in the CMMS.

Deliverable: Revised performance guidelines.

#### **Task 1.6 - Update Unit Cost**

Costs for approximately 200 employees, 300+ pieces of equipment and 200+ materials shall be obtained from and verified with OC PW/O&M staff. Costs shall include current unit price amounts with an estimate for next year based upon wage increases, overhead rate changes, updated equipment hourly rates and current material unit prices. The updated costs will be entered into the CMMS system and all actual rates and plan rates updated in each work plan.

Deliverable: All resource unit costs shall be updated for the new fiscal year.

#### **Task 1.7 - Generate Initial Work Program and Budget**

Using data from previous tasks, an initial work program and budget for OC PW/O&M shall be generated for all 25 management units and ~ 200 activities using the CMMS system. The initial work program and budget shall be reviewed by management and appropriate supervisors to determine adequacy and account for funding, regulatory requirements, staff and equipment levels. Staff comments shall be noted and discussed in the evaluation process. The initial work program and budget shall be discussed with staff and resource requirements determined. This task also includes generation of a separate work program and budget for each of the five County management units, the two contract cities and the transportation corridor agency, for a total of 500+ activity plans.

Deliverable: Draft work program and budget for all management units.

#### **Task 1.8 - Revise Budget**

A series of meetings shall be held with OC PW/O&M staff and management and each of the contract agencies to explain changes to the work program and budget and to receive input from OC PW/O&M management staff and the contract agencies. These meetings will review their separate draft work program and budgets. A final budget shall be prepared for the manager(s) and the contract agencies for inclusion into the budget process. The revised budget shall be prepared using the CMMS and presented to staff and the contract agencies.

Deliverable: Revised Budget.

#### **Task 1.9 - Initial Distribution of Work Program and Budget**

Concurrent with Task 1.8, contractor shall perform an initial distribution of resources on the work plans for OC PW/O&M. Leveling of workloads (editing of work plans) to match available personnel and equipment or other funding restraints or agency desires shall be performed for all 500+ activity plans. A generalized level work program shall be provided using the CMMS.

Deliverable: Initial distribution of workload shall be determined for OC PW/O&M.

#### **Task 1.10 - Finalize Work Program and Budget**

Based on financial resources approved for operations, the work program and budget shall be revised. Initial changes shall be given to the OC PW/O&M contractor's project manager. A series of meetings shall be conducted to finalize all changes using current data on work completed in the previous year, proposed projects and staffing levels. The resulting work program budget shall be approved by OC PW/O&M Manager of Operations.

Deliverable: Final work program and budget.

#### **Task 1.11 - Update field manuals**

The changes approved in Task 1.5 shall be incorporated into the electronic version of the activity guidelines. The new guidelines shall be formerly produced and submitted for distribution copies. The existing operations and maintenance manual shall also be revised to reflect any changes in the maintenance management system process. Considerable changes may be required based upon changes made in Task 1.5 and updates to the MMS process and CMMS software. A printout of the manual shall be provided to the County for reproduction by County staff.

Deliverable: Updated, copy-ready field manual.

#### **Task 1.12 - Distribute Field Manuals**

The updated finalized pages of the field manuals shall be distributed to designated staff. A distribution log shall be maintained.

Deliverable: Distribute updated field manuals and record in distribution log.

### **SECTION II - SYSTEM MAINTENANCE/MANAGEMENT**

This section involves the maintenance of the MMS maintenance management system to include the recording of work, preparation of control reports, work scheduling and automated file updates and use of the data to be used as a tool for improvement.

#### **Task 2.1 - Work Data Quality Control**

Contractor's project staff shall review, edit and control the quality of information prior to and during system input. All discrepancies shall be reviewed with OC PW/O&M supervisors for resolutions. All Daily Work Reports shall be entered by OC PW/O&M staff into the County's MMS database on a daily basis. There are approximately 2,500 to 3,000 Daily Work Report entries onto work orders required by OC PW/O&M staff and review by the contractor per month. A new daily work report entry is made for every change of work order and date. Approximately 180 employees complete daily work report forms or input their information directly into the CMMS system or using a mobile device. Existing tables of work types, activities, charge numbers, assets and resources in the CMMS will be monitored and updated by the Contractor to ensure annual work plans are updated and daily work reporting is input into the CMMS for all employees and that work orders and job costs are accurate. The contractor shall also review and modify the daily work reporting forms as needed to match changes in reporting needs or software changes.

Deliverable: All daily work reporting forms reviewed and monitored for accuracy.

**Task 2.2 - Prepare Monthly Reports**

Prepare monthly reports using the MMS database and custom reporting linkages on all work performed by in-house staff and privatized contracts to review work accomplished and production. All reports shall be produced in a PDF format for distribution to all County management, supervisory, inspection and scheduling staff. This task also includes attending monthly meetings (minimum of 8) with County management, supervisory, inspection and scheduling staff to review the reports, provide guidance and assist County staff to understand the reports and take corrective action.

Deliverable: Produce and distribute monthly reports and attend monthly staff meetings.

**Task 2.3 - Prepare City Contract Monthly Reports for OC PW/O&M**

Prepare monthly reports using the MMS database that estimate the cost of effort for the two contract cities and the transportation corridor agency based on time and materials and/or unit cost and distribute to the agency coordinator. Discuss with OC PW/O&M Management and assigned staff and assist in interpretation. Advise and guide staff and the contract agencies in understanding reports and taking corrective action. Provide monthly training and guidance to better utilize reports.

Deliverable: Produce and distribute monthly reports for contract agencies.

**Task 2.4 – Scheduling Monitoring and Process Review**

OC PW/O&M currently maintain a centralized scheduling function that uses generated work orders and spreadsheets to program work for all field crews. Contractor shall attend a minimum of 12 bi-weekly scheduling meetings per year. Contractor shall provide direction and guidance and provide input into preparation of schedules and the review process, generation of routine work orders and preventative cycles. Effort shall include assistance in scheduling backlog and scheduling/grouping work orders. The Contractor shall monitor adherence to the schedules. This task includes maintaining and processing approximately 300 routine work order and preventative maintenance templates and schedules within the CMMS. Routine and PM schedules shall be reviewed monthly and new work generated when due.

Deliverable: Assist OC PW/O&M in maintaining a scheduling process.

**Task 2.5 - Maintain Files**

Contractor shall maintain a system of files for OC PW/O&M including automated records and reports. The contractor shall monitor and ensure proper backup of data files and the CMMS database. All monthly reports, annual work plans, activity guidelines, MMS manuals, and work reporting guides shall be stored in an electronic file system on the County network for easy retrieval.

Deliverable: Maintain project files for OC PW/O&M.

**Task 2.6 – Creation and Production of Specialized MMS Reports**



There are a series of programs and corresponding reports that link to the SQL Server based CMMS software and are used to monitor backlog and scheduling of work orders, detailed inventory of the County and contract cities pavement markings, drains and special reporting of maintenance costs for FEMA and other projects. This task includes maintenance of the existing programs, as well as creation of new reports and data retrieval methods using links to the SQL Server based CMMS data as needed.

Deliverable: Maintenance of Microsoft Access/CMMS database links and reports and creation of new reports.

### **Task 2.7 Maintenance of Pest Control Database**

OC PW/O&M has a pest control database that is integrated with the CMMS database for monitoring all pesticide application activities, pesticide recommendations, application sites and records of chemicals used. The MS Access compiled database program and linkages to the CMMS SQL database are to be maintained and enhanced as requested by County personnel. The system must also be updated to maintain functionality when the CMMS software application is upgraded.

Deliverable: Maintenance of pest control database.

### **Task 2.8 Monthly unit price invoicing for contract cities**

This task includes maintenance of a database linked to the SQL Server based MMS and monthly review and production of reports for invoicing the agencies that have maintenance contracts with the County. The contractor shall provide the reports to county staff to assist with preparation of invoices based on these reports that provide them information on quantities of work, labor, equipment and contractor hours and cost. The hours and costs reported from the CMMS for contracted agencies are compared to the County's financial reporting system information. Any discrepancies are logged and the system data modified to maintain consistent reporting between the County's financial system and the CMMS.

Deliverable: Maintenance of a monthly unit price reporting system for two contract cities.

### **Task 2.9 Fiscal year end report and presentation**

A brief report and presentation shall be prepared at the end of the fiscal year to report on the status of maintenance and operations. The report shall include information and statistics generated from the CMMS and the CRM on requests and work orders opened and closed, community work program and volunteer labor effort, distribution of effort between County, contract cities and other County agencies and unit costs and productivity for key activities. The information will be presented to County OC PW/O&M management staff.

Deliverable: Fiscal year-end report and presentation.

### **Task 2.10 Unit Price / Productivity Analysis and Performance Measurement Monitoring**

The Contractor shall use MMS data to run plan versus actual unit cost and productivity information on a monthly basis for key activities that are included in performance measurement monitoring and KPI management. The Contractor shall monitor and note changes on 15 to 20 key activities, research why the changes occurred and provide the information to OC PW/O&M management staff for review as requested.

Deliverable: Monthly Unit Price/productivity report production and monitoring for at least 15 key activities.

### **SECTION III - SYSTEM ENHANCEMENTS/SUPPORT**

The OC PW/O&M staff may request system enhancements, review of activities performed in the field, support and assistance with training, review of work flows, implementation of new systems and processes. Contractor may also identify other tasks which would improve OC Public Works/Operations and Maintenance. These additional system enhancements and support tasks are outlined below.

#### **Task 3.1 - Work Method Analysis**

Activities identified by OC PW/O&M shall be reviewed and an analysis performed of work method, labor, equipment and materials used for five activities or work processes annually. Activities with the highest opportunities for cost savings or productivity improvements would be investigated. The process would include a combination of efforts such as field observation, structured interviews with field and office staff, literature research, and discussions with other agencies and vendors as well as the consultant's experience. The evaluation for each selected activity would be documented in a short paper with recommendations.

Deliverable: A short paper provided on potential for improving a selected activity or work process.

#### **Task 3.2 - Field Work Audit**

Concerns have been identified over the accuracy of data collected and recorded on OC PW/O&M work orders and daily work reporting forms. Specifically: inaccurate recording of entries, use of wrong production units, incomplete reporting or overstating achievement. To address this concern, a sampling of OC PW/O&M crew efforts shall be reviewed in the field and administratively verified by the Contractor for OC Public Works/O&M. This process shall involve an audit of five crews annually. A short report of this shall be given to the O&M Manager, or his designee, that highlights the data audited, results observed, and deficiencies found with corrective actions identified.

Deliverable: Conduct audits to ensure accuracy of OC PW/O&M work orders and daily work reports. A short report would be made evaluating audit results and recommendations for changes or improvements.

#### **Task 3.3 – MMS Software Training and Technical Support**

The Contractor shall be available to assist in management, system, and/or technical support of the CMMS system and related databases including coordination with the software vendor, testing and training on upgrades and enhancements. Tasks may include assistance in review of software or hardware for enhancements to improve OC Public Works/O&M, Maintenance Management

System operation, providing training on new processes and software features and implementation of new features and processes. This effort is estimated at 100 hours annually.

Deliverable: Provide training and technical support on MMS software.

### **Task 3.4 – Assist/Support setup of GIS/Asset linkage to CMMS**

The Contractor shall coordinate with County Geomatics/GIS staff to and County IT staff to maintain and create links between the GIS and the CMMS for streets, flood facilities, sign inventories, drains, pavement markings, trees and other asset inventories as they are collected. This task also involves coordination with GIS staff on creating and printing special maps containing GIS and CMMS data as requested by OC PW/O&M staff and update of asset data in CMMS from the GIS data. Assisting the County GIS staff to maintain existing GIS data collector apps for Road and Flood inspections, flap gate inventories, tree inventories, drain inventories and other assets will also be supported under this task. Assistance in setup and maintenance of GIS dashboards and other GIS interfaces is also included in this task. This task is estimated to be 200 hours annually.

Deliverable: GIS/MMS linkages, collector apps, dashboard and outputs setup and maintained.

### **Task 3.5 – Assist in Maintaining Interfaces with CMMS**

The County has several existing systems that interface to the CMMS. These include the Virtual Timesheet Interface (VTI), the warehouse interface, the CRM/SalesForce interface, the Equipment Card interface and the CMMS reporting interface. The County IT staff manage the configuration and support for the interfaces. The contractor will be required to coordinate with the County's IT staff and the CMMS software vendor to provide information on the CMMS fields needed for interfaces and exports and to review and test the interfaces in preparation for CMMS upgrades.

Deliverable: CMMS Interfaces operational.

### **Task 3.6 CRM Configuration and Maintenance**

The Contractor will provide ongoing support to configure the CRM, add new user accounts, adjust the CMMS to meet new CRM needs, assist OCIT with CRM/CMMS interfaces, provide training to O&M staff and coordinate with OCIT to develop and/or modify existing reports and dashboards for O&M as identified by OC Public Works management. This task is estimated at 100 hours annually.

Deliverable: CRM/CMMS interface and dashboards/reports maintained.

### **Task 3.7 MMS Mobile App Support and Training**

Contractor will work with the CMMS software vendor and IT to setup and manage the CMMS mobile application and provide training to O&M field staff and training documentation materials. This will enable O&M work crews and inspection staff to update work orders in the field and track resources. This task is estimated at 80 hours annually.

Deliverable: CMMS Mobile App functional and staff trained.

### **Task 3.8 Assist in Update and Maintenance of MMS MIP Work Process/Work Orders**

After finalization of the Maintenance Improvement Plan (MIP), the Contractor will assist OC PW/O&M staff to setup all routine and project work identified in the MIP in the CMMS for tracking and reporting. This task will also include tracking completion of the MIP projects and close out of MIP projects in the CMMS and related GIS collection points. This task is estimated at 75 hours.

Deliverable: MIP supported and maintained in the CMMS.

### **Task 3.9 Assist in Update and Configuration of Maintenance Management System and Processes for CMMS upgrade**

There is a planned major upgrade/change to the CMMS. This task will be to review and document all MMS related processes and work flows and coordinate with OCIT project manager and O&M staff to update and enhance all work flows, processes, interfaces and outputs to work with the new CMMS. This task will also include update of existing CMMS manuals and ongoing support and training to OC O&M staff (~ 200) to use the CMMS and integrate with their work processes. This task is estimated at 200 – 300 hours.

Deliverable: Updated and enhanced CMMS and related business processes.

### **Task 3.10 Enhancement of MMS process and systems**

The task includes support for identification, configuration, training and support for modifications and enhancement to the MMS processes and systems not identified in previous tasks. This includes evaluation and review of work processes, setup of additional routine work, preventative maintenance schedules, equipment card processing and fleet replacement planning, review of existing CMMS and needs identification for new MMS. This task will be defined and used based upon a task order from the County Project Manager.

Deliverable: To Be Determined as identified in specific task orders.

## **III. OPERATION SUMMARY FOR SECTIONS I AND II**

The contractor's proposal shall address the frequency for the accomplishments outlined below.

- |  |          |
|--|----------|
| a. Development of an annual update cycle with specific milestones and action assignments.  | Annually |
| b. An analysis of inventories to be maintained and projected service levels and anticipated average daily production rates per crew or activity. | Annually |
| c. Analysis of selected activities for efficient crew composition including equipment and tools for optimum productivity/cost.                   | Annually |
| d. Development of an initial annual work plan including identification of variance in resources and schedules.                                   | Annually |

- |  |           |
|--|-----------|
| e. Development of a final balanced annual plan reflecting input from management and staff on variances in the initial plan       | Annually  |
| f. Production of monthly accomplishment reports.   | Monthly   |
| g. An analysis of accomplishments against the current plan with specific discussion regarding significant variances.             | Monthly   |
| h. City contract and sub-contractor reporting in the CMMS system.  | Monthly   |
| i. Participation in biweekly scheduling meetings with emphasis on effective use of crews, and preplanning of resources and work. | Bi-Weekly |
| j. Data entry review of all work accomplishment.   | Bi-Weekly |
10. Fee Chart found in Attachment B, Section 2, Paragraph A shall be amended to include the following:

Task	Fee	
	4 <sup>th</sup> Year	5 <sup>th</sup> Year
1.1 General Process	\$15,158	\$15,461
1.2 Work Activity Analysis	\$4,401	\$4,489
1.3 Feature Inventory	\$1,956	\$1,995
1.4 Revise Service Levels	\$9,291	\$9,476
1.5 Performance guideline Update	\$14,180	\$14,464
1.6 Update Unit Cost	\$3,912	\$3,990
1.7 Generate Initial Work Program and Budget	\$11,246	\$11,471
1.8 Revise Budget	\$9,291	\$9,476
1.9 Initial Distribution of Work Program and Budget	\$6,357	\$6,484
1.10 Finalize Work Program and Budget	\$8,802	\$8,978
1.11 Update Field Manuals	\$5,379	\$5,486

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1.12 Distribute Field Manuals	\$2,934	\$2,993
2.1 Work Data Quality Control	\$40,804	\$41,620
2.2 Prepare Monthly Reports	\$15,647	\$15,960
2.3 Prepare City Contract Monthly Reports for OC PW/O&M	\$12,713	\$12,968
2.4 Scheduling Monitoring and Process Review	\$18,581	\$18,953
2.5 Maintain Files	\$9,780	\$9,975
2.6 Creation and Production of Specialized MMS Reports	\$17,603	\$17,955
2.7 Maintenance of Pest Control Database	\$6,846	\$6,983
2.8 Monthly Unit Price Invoicing for contract cities	\$9,291	\$9,476
2.9 Fiscal year end report and presentation	\$12,713	\$12,968
2.10 Unit Price/Productivity Analysis and Performance measurement Monitoring	\$7,824	\$7,980
3.1 Work Method Analysis	\$12,224	\$12,469
3.2 Field Work Audit	\$12,224	\$12,469
3.3 MMS Software Training and Technical Support	\$24,449	\$24,938
3.4 Assist/Support setup of GIS/Asset linkage to CMMS	\$22,176	\$22,619
3.5 Assist in Maintaining Interfaces with CMMS	\$17,114	\$17,456
3.6 CRM Configuration and Maintenance	\$24,449	\$24,938
3.7 MMS Mobile App Support and Training	\$19,559	\$19,950

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3.8 Assist in Update and Maintenance of MMS Work Process/Work Orders	\$8,732	\$8,906
3.9 Assist in Update and Configuration of Maintenance Management System and Processes for CMMS Upgrade	\$22,176	\$22,619
3.10 Enhancement of MMS process and systems	\$22,176	\$22,619
<b>TOTAL</b>	<b>\$429,988</b>	<b>\$438,584</b>

11. Attachment B, Section II, Paragraph B shall be amended to include the following:

**Beginning May 3, 2022, the Renewal Amount Not to Exceed.....\$868,572.00**

12. Key Personnel Chart found in Attachment C, Paragraph 1, Key Personnel Chart shall be amended to read as follows:

<b>Name</b>	<b>Classification /Designation</b>	<b>Years of Experience</b>
Harry Lorick	Principal/Project Director	49
Amie Drotning	Sr. Associate/Project Manager	33
Jeff Thurman	Sr. Consultant/Field Evaluation	36
Zachary Zeilman	Consultant System Support	8

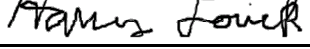
13. All other terms and conditions in this Contract shall remain unchanged and with full force and effect.


County of Orange, OC Public Works  
LA Consulting, Inc.

MA-080-19011121

IN WITNESS WHEREOF, the Parties hereto have executed this Amendment on the date following their respective signatures.

LA CONSULTING, INC.,

	Harry Lorick	President	1/25/2022
Signature	Name	Title	Date

	Joyce Lorick	CFO / VP	1/25/2022
Signature	Name	Title	Date

**COUNTY OF ORANGE**, A political subdivision of the State of California  
**COUNTY AUTHORIZED SIGNATURE:**

Signature	(Print) Name	Title	Date
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**ORANGE COUNTY FLOOD CONTROL DISTRICT**, a body corporate and politic  
**ORANGE COUNTY FLOOD CONTROL DISTRICT AUTHORIZED SIGNATURE:**

Signature	(Print) Name	Title	Date
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**APPROVED AS TO FORM:**

County Counsel   
By \_\_\_\_\_  
Deputy Deputy County Counsel

Date 1/26/2022

\* If the contracting party is a corporation, (2) two signatures are required: one (1) signature by the Chairman of the Board, the President or any Vice President; and one (1) signature by the Secretary, any Assistant Secretary, the Chief Financial Officer or any Assistant Treasurer. The signature of one person alone is sufficient to bind a corporation, as long as he or she holds corporate offices in each of the two categories described above. For County purposes, proof of such dual office holding will be satisfied by having the individual sign the instrument twice, each time indicating his or her office that qualifies under the above described provision. In the alternative, a single corporate signature is acceptable when accompanied by a corporate resolution demonstrating the legal authority of the signator to bind the corporation.