



COUNTY OF HUMBOLDT

For the meeting of: 6/22/2021

File #: 21-678

To: Board of Supervisors

From: County Administrative Office

Agenda Section: Consent

SUBJECT:

Second Amendment to the Professional Services Agreement with MetaBIM, Inc. for Enterprise Asset Management Software Licensing and Support

RECOMMENDATION(S):

That the Board of Supervisors:

- 1) Approve and authorize the Purchasing Agent to sign the Second Amendment to the Enterprise Asset Management Software Agreement with MetaBIM, Inc. which includes the extension of the agreement for a 3-year term, space surveying of approximately 50,000 square feet of building space and the design and development of a custom dropdown software feature; and
- 2) Authorize the Purchasing Agent to sign any and all amendments to this agreement following review and approval by County Counsel.

SOURCE OF FUNDING:

DHHS Administration (1160),

General Fund (1100)

ADA Internal Service Fund (3552)

DISCUSSION:

Real property assets owned by the county (including general office buildings, health and human services, correctional facilities, public works, fairgrounds, airports, parks, and Veterans Halls) and fixed assets are key components of the infrastructure necessary to carry out the programs, services and activities that the county provides to the public. The county is entrusted with managing fixed assets, real property assets and public projects to safeguard the public trust and maximize public benefits while minimizing expenses. This responsibility includes proper utilization and maintenance of public assets and managing space as necessary to meet increased needs for public services.

The county, therefore, recognizes the need for continuous improvement and long-range planning to properly manage real property and fixed assets and better manage public projects. Enterprise Asset Management ("EAM") software is viewed as a tool to better manage facility investments and

improvements by incorporating facilities master planning assessments and information into an enterprise solution for the purpose of standardization and improved stewardship of public assets. Additionally, EAM software assists in developing and maintaining a 5-year capital improvement program, track initiated and completed work orders, tracks progress with American's with Disabilities Act (ADA) access barrier remediation efforts and optimizes space inventory from a single platform.

On Mar. 13, 2018, your Board authorized staff to execute a 3-year agreement with MetaBIM Inc. (MB), from fiscal year 2018-19 through fiscal year 2020-21 for MB's EAM software platform. On Jul. 9, 2019, your Board approved the First Amendment to the professional services agreement which tasked MB with scanning and digitizing approximately 5,000 pages of blueprints and construction drawings as well as conduct onsite space auditing of approximately 100,000 Sq. Ft. of building space. MB's EAM software platform has since become vital for day-to-day operations and is used by teams in Public Works, Department of Health and Human Services and County Administrative Office (CAO) ADA Compliance to keep and maintain vital facility records and track data regarding work orders, facility improvements, space inventory, ADA access barrier surveys and assists in managing facility capital projects.

There is still approximately 50,000 square feet of county owned/leased facility space that requires MB to perform onsite space surveying and modeling to optimize the platform. Amendment 2 will task MB with surveying the remaining county occupied space and will incorporate the surveyed data into the MB EAM software platform. Additionally, Amendment 2 will task MB with developing a customized dropdown menu feature to allow the CAO ADA Compliance Team the ability to easily post access barrier report updates within the EAM software platform.

FINANCIAL IMPACT:

The attached Second Amendment is for an annual licensing fee of \$19,000 per year for the term of 3 years and a one-time fee not to exceed \$10,000 in fiscal year 2021-22 for additional space inventory surveying services. These expenses will be split equally amongst CAO ADA Compliance (152), Public Works Facility Management (162) and the Department of Health and Human Services Administration (516). Additionally, the agreement incorporates a one-time fee of \$1,000 in fiscal year 2021-22 for a custom dropdown menu tab for ADA Compliance reporting which will be funded expressly by CAO ADA Compliance (152). The total value of this agreement for the 3-year term is not to exceed \$68,000. Each contributing program has sufficient funds to cover these expenses.

STRATEGIC FRAMEWORK:

This action supports your Board's Strategic Framework by providing for and maintaining infrastructure .

OTHER AGENCY INVOLVEMENT:

None

ALTERNATIVES TO STAFF RECOMMENDATIONS:

Your Board could choose not to approve the Second Amendment to extend the term for EAM software licensing and support and/or the additional space surveying and custom dropdown feature, however

this is not recommended as teams from Public Works, Department of Health and Human Services and ADA Compliance rely on MB's EAM software platform to keep and maintain records and track data regarding work orders, facility improvements, space inventory, ADA access barrier surveys and capital projects.

ATTACHMENTS:

Attachment 1-Second Amendment to the Professional Services Agreement with MetaBIM

PREVIOUS ACTION/REFERRAL:

Board Order No.: C-8, C-4

Meeting of: 3/13/2018, 7/9/2021

File No.: 18-187, 19-646