



Brazos River Authority

July 12, 2023

Addendum No. 1 COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM UPGRADE RFP No. 23-02-1288

It is the responsibility of the Respondent to assure and guarantee by acknowledging the receipt of this Addendum in the Bid that the Respondent has received the Addendum in its entirety, and that the Respondent accepts all conditions contained herein.

QUESTIONS AND ANSWERS

1. Is there a desired "Go-Live" date?

A "Go-Live" date has not been determined. The time frame and duration of the contract will be established during scope of services development.

2. What is the motivation for replacing the current MicroMain system?

BRA is interested in a more risk-based asset management and long-term capital improvement planning approach for capital assets and our current version of MicroMain does not have that functionality.

3. Does the City have a budget for this project? Can you share that budget?

BRA's financial information is summarized within our Annual Operating Plan and can be found on our website at www.brazos.org.

4. Can you provide an upload of the *CMMS Business Functions / Functional Requirements Form* (pages 30-36 in the RFP) in a fillable excel spreadsheet?

Please email bryan.gray@brazos.org to request the Excel spreadsheet.

5. What is the form and format of existing asset data to be migrated into the new platform (Work Order information, photos, related data)?

Current asset data is stored in a SQL database. Additional data that may be migrated into the new platform or later stored in the CMMS could be pictures (jpegs), maintenance manuals (pdf), etc.

6. Are there existing workflows that define business processes related to the maintenance of various asset types?

Not by type.

7. How many asset types are included/or will be included in the current/new system?

We currently have 3 asset types. Area, Equipment, and Vehicle. We would expect the new system to have the ability to expand on these, if needed. Equipment and vehicles are consistent with what is typically found in utility operations.

8. Does BRA maintain As-Built drawings for the vertical assets?

Most of the as-built drawings are in .PDF format with a few project modifications that are in AutoCAD.

- a. Are the drawings Updated and Current in the DWG Format?

No

- b. Are the current AutoCAD / DWG drawings layers standardized and consistent throughout the drawings to show space and asset locations?

No

- c. Are the drawings polylined to facilitate space management?

No

9. Is there any requirement to use and maintain these drawings as a part of the new CMMS?

Not currently but this capability is of interest to the BRA.

10. What is the volume of data expected to be migrated to the new system?

Currently, the database is around 45gb, but we will not be importing data for locations we no longer operate. This may be reduced to possibly 30gb, not including documentation, which is around 15gb.

11. Are any of the required integrations bi-directional?

No. Financial and operational data from other systems may be required for asset cost reporting and/or PM's.

12. What is the current Inventory Management system for supporting Work Orders?

MicroMain has its own parts inventory system.

13. How many warehouses are used to store and manage the inventory?

19 altogether: 6 – BRA owned locations and 13 – BRA managed locations.

14. What is the expected (existing) volume of ad-hoc and PM work orders?

Last year we had 22,537 preventive, 112 Capital, 3451 Demand, and 98 Vehicle Inspection/Registration type work orders.

15. Does BRA plan to implement new or existing workflows?

We may adjust existing workflows to meet new required functionality.

16. Does BRA have an existing library of PM procedures to be loaded into the system? Are they available for all asset classes?

We have task set up and associated with existing assets that need require maintenance. We do not have a list of blanket PM procedures that can be used for different types of assets.

17. What is the expected User Base for this system?

Approximately 100 users. System admins, power users, location admins, work order entry/completion and reporting.

18. Can you define the user base in terms of access requirements?

These are approximate numbers.
Expected number of Primary users with access to the entire portfolio of information?

5 system administrators

Number of users with limited access to specific sites?

80

Number of restricted users who can simply submit and track work requests.

10

Users who may only have read only access to information.

5

Regards,

Bryan Gray

Bryan Gray
Purchasing Manager

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