

**AMENDMENT TO
Contract for Professional Services Agreement
Mission Springs Water District
66575 Second Street
Desert Hot Springs, CA 92240
Telephone 760-329-6448 – FAX 760-329-2482**

TO: Timmons Group
1001 Boulders Parkway Ste. 300
Richmond, VA 23225

DATE: _____

PROJECT DIR#: N/A

FIRST AMENDMENT TO CONTRACT AGREEMENT

1. This amendment ("Amendment") is hereby made by Mission Springs Water District and **Timmons Group**, parties to an agreement for **Complete Deployment of ArcGIS Enterprise, Utility Network, Cityworks** ("Agreement"), dated **March 1, 2024**.
2. In exchange for the promises herein and other good and valuable consideration, the sufficiency of which both parties acknowledged, it is mutually agreed by and between the undersigned contracting parties that the Agreement is amended as follows:

This First Amendment will:

- **Revise the Scope of Work to include additional tasks for development of the new Nancy Wright Regional Water Reclamation Facility within the GIS and Cityworks, as detailed in Attachment 1.**

3. Except as set forth in this Amendment, the Agreement is unchanged and shall continue in full force and effect in accordance with its terms. If there is conflict between this Amendment and the Agreement the terms of this amendment will prevail.

Instructions: Sign and return via email. Upon acceptance by Mission Springs Water District, an executed copy will be returned to you for your records. Insert the names of your authorized representative(s) below.

Accepted:

Mission Springs Water District

By: _____

Brian E. Macy, PE

Title General Manager

Other authorized representative(s):

Arturo Ceja

Director of Finance

Amanda Lucas

Contracts Analyst

Consultant:

Timmons Group
(Business Name)

By: _____

Ronald Butcher

Title Principal & Asset Management Dir.

Other authorized representative(s):

CHANGE REQUEST #01

PROJECT INFORMATION

Project	61752 – Cityworks, UN, AGE/Cloud	Date	August 20, 2024
Client Contact	Arturo Ceja 760-329-6448 x 134 aceja@mswd.org	Timmons Group Project Manager	Lauren Sullivan (858) 254-3873 lauren.sullivan@timmons.com

PURPOSE STATEMENT AND PROPOSED CHANGE

Mission Springs Water District (MSWD) is currently working with Timmons Group to implement the Cityworks asset management software solution. The project began in April 2024 and is just getting started. During preparations for the project, the district requested an accelerated schedule to deploy the asset management portion of the scope more quickly. Both MSWD and Timmons Group believe that the best course of action is to have Timmons Group assist MSWD in deploying a Phase 1 of the project where the Cloud environment and asset management software (Cityworks) are deployed in service of the new MSWD treatment plant, then deliver the remaining scoped services separately in Phase 2.

Timmons Group will provide the requested services outlined in the attached Scope of Work. Services will be performed on a Fixed Fee basis.

Services will be provided in a timely and efficient manner. Timmons Group will keep the client informed of the job status and any necessary modifications/addendums.

The attached scope of work generally defines the work to be performed in support of the defined Project. It is understood by Timmons Group and the client that a variety of modifications/addendums/revisions to the defined scope of work may be required, at various times during the performance of the scope, to achieve desired project results. Such modifications/addendums/revisions will be agreed to by both Timmons Group and the client and incorporated into the scope. Significant alterations or deviations from the scope of work will be incorporated by written addendum.

Within This Document

In this document, the client will find the following:

- Implementation Plan
- Deployment Schedule Draft
- Fee Summary

SCOPE OF WORK

This scope of work involves including additional tasks to the scope to build out the new Treatment Plant within the GIS as well as Cityworks.

PHASE 1: VERTICAL ASSET HIERARCHY BUILT IN GIS FOR NEW TREATMENT PLANT & CITYWORKS DEPLOYED FOR PLANT

Vertical Asset Model Deployed to GIS

Create Vertical Data Model & Migrate Data Into the Model

Timmons Group will do the following to assist MSWD in creating a data model for the assets within the new Treatment Plant in support of the Cityworks implementation:

- Propose and work with the District to approve a final vertical asset hierarchy diagram for assets within the Treatment Plant
- Create tables and feature classes as indicated in the proposed hierarchy
- Migrate existing data from source documents to the new tables
- Complete horizontal data model updates:
 - Modify the horizontal UN data models to meet business requirements, including the addition of connectivity rules, fields, and domains (no new asset types to be created).
- Create relationships between features/objects and verify visibility in Cityworks
- Create Attribute Rules to automate the creation of Unique IDs on features within the new data model
- Build map services to reflect the new hierarchy

Task Group Deliverables

- Final hierarchy diagram and associated GIS data modified to approved structure.
- Documentation of Attribute Rules and ID formats
- Data Dictionary of GIS tables
- Published map services for use in Cityworks

Cityworks Deployment to New Plant

To accomplish the timeline for the Treatment Plant sought by MSWD, Timmons Group will stand up a Cityworks environment populated by activity templates based on knowledge of MSWD assets, best practices, and similar Cityworks clients.

System Setup & Configuration

CWOL Overview & Deployment

We will meet with the Project core team to complete:

- Overview of Cityworks Online
- Review of Cityworks licensing
- Review mobile options for Field users, including devices and the current MDM solution in use

Core System Data Mapping

The implementation team will define core configuration data in Cityworks and meet with MSWD to review the data mapping spreadsheets. With our implementation team's assistance, MSWD will provide data to populate portions of the software prior to further configuration. The Cityworks Core System Data consists of the following:

- Employees – A list of all employees who will work in the treatment plant, with titles, email addresses, contact information, labor rates, rate types
- Materials – A list of materials/parts that are used by to complete work for the treatment plant
- Equipment – A list of vehicles and heavy equipment used by your organization to complete work for the treatment plant
- Contractors – Details about contractors used for work activities in the treatment plant, if applicable
- Customer Accounts – Details about customers used as a lookup for service request creation, if applicable
- System Codes – Priority, status, categories and other fields on service requests, work orders and inspections

The implementation team will load the data into the system prior to additional configuration activities.

Cityworks Asset Hierarchy

Timmons Group will work with MSWD to establish an Asset Hierarchy for the new data model and treatment plant.

Timmons Group will first provide an overview of how assets are defined and used in Cityworks, then host a workshop to review the defined assets with stakeholders. The outcome of these workshops will be the Asset Hierarchy for the new treatment plant, including vertical assets.

Work Activity Configuration for Water Treatment Plant

Timmons Group will work with the pertinent members of the Project team to configure work activities inside of Cityworks. MSWD will have the opportunity to provide feedback for any necessary remediation. Templates to be configured will include, but are not limited to:

- Work activity templates
- Work activity default roles and responsibilities where they exist
- Identification of data elements that are necessary to capture with any template type

- Inventory (material) types and requirements as they exist in relation to work activity
- Equipment types and requirements as they exist in relation to work activity
- Work activity printout forms or print templates where necessary

User Dashboards and Search Configuration

Timmons Group will identify and set up any user dashboards and searches for reporting or data tracking requirements as they relate to work activity processes. This process of report and dashboard development will include the following:

- Catalog required dashboards – The implementation team will first host a short discussion to identify dashboards that the Treatment Plant group deem necessary for their asset management needs.
- Create identified dashboards – The implementation team will develop dashboards and searches and test them against the Cityworks environment.

Task Group Deliverables

- CWOL Overview & Cityworks Online environment setup
- Cityworks AMS Core System Data meeting
- Cityworks AMS Core System Data spreadsheet(s)
- Asset Type Definition meeting & discussion of hierarchy
- Asset Hierarchy spreadsheet
- Configured Cityworks environment
- Dashboard Catalog
- Dashboards configured in the Cityworks environment

Testing & Training

Develop Testing & Training Plan and Test Cases

The implementation team will work with MSWD to develop and administer a Testing & Training Plan that addresses User Acceptance Testing (UAT). The Plan will address how MSWD will test Cityworks software functionality and database configuration, including testing across the Cityworks platform (Respond and Mobile app) and tracking configuration defects for remediation. The Plan will also include training across the Cityworks platform as necessary per workflows/roles. The Plan will include:

- UAT schedule and milestones
- Product training curriculum
- Client responsibilities
- Training & Go Live timeline

Timmons Group implementation team will also develop a series of testing scripts to guide testing users through the testing workflows. These scripts provide structure for testing users to follow during the execution of User Acceptance Testing. On completion of development of the Testing & Training Plan, the Team shall submit said plan to MSWD for review and approval.

Cityworks Training

Cityworks training is modular. Students attend those sections that are relevant to the type of work that they are performing. All courses include relevant materials and sample data. MSWD will identify who will be trained based on the criteria and needs that will have been identified during the course of the project.

Acceptance Testing

After training, MSWD will test the system during an acceptance testing period to identify and resolve issues. The Testing Plan will frame and guide staff through the testing process, and users will follow the Test Cases to determine testing outcomes. Timmons Group instructors will also provide support during the UAT period for users as needed. Users will follow the process outlined in the Testing and Acceptance Plan to submit defects to Timmons Group for remediation. At the end of the acceptance testing period, the client Project Manager will sign off on User Acceptance Testing to formally move the project into the next phase.

Task Group Deliverables

- Testing & Training Plan
- Testing scripts/cases
- Cityworks Training
- Defect handling remediation
- UAT Sign-Off

Treatment Plant Go-Live

Go-Live Checklist

Timmons Group will prepare a Go-Live Checklist to guide all members of the Treatment Plant implementation team through the Cutover process. The Go-Live Checklist is a detailed task plan, including resource assignments, to support moving the Cityworks software from test to production environments over the course of the scheduled Cutover period.

Go-Live

Per the Go-Live Checklist, the implementation team will execute the tasks during the cutover period to take the production environment to "Live" status. Timmons Group will provide on-call or onsite Go-Live Support during the first days of Go-Live.

System Deployment Support

Timmons Group will provide support for the period between Go-Live and Final Acceptance while users begin adopting and the system stabilizes. Timmons Group will tie up loose ends, correct any new issues found, assist users in troubleshooting, and host ad-hoc meetings to aid users who need additional help after training.

Final Acceptance

Targeted around thirty days Post Go-Live, the system should be stable enough for Final Acceptance. Timmons Group will begin the transition to the next phase of the project. MSWD will sign off on Final Acceptance for the plant.

Task Group Deliverables

- Go-Live Checklist
- On-call or Onsite Go-Live Support
- Final Acceptance Sign-Off
- Support transition meeting between project manager, support manager, and client representatives

PHASE 2: ARCGIS DEPLOYMENT, GIS MIGRATION FROM NOBEL, UTILITY NETWORK, CITYWORKS IMPLEMENTATION FOR OTHER GROUPS

The integration with Granite.NET was identified in the response to questions posed by Cyient and released on January 8, 2024 as being unnecessary for Phase 1 of the project. Timmons Group is including this integration as part of Phase 2 of the Cityworks implementation.

Granite.NET Interface

Timmons Group will configure and deploy Cityworks in support of the Granite.NET interface. CUES will work with the client to implement the interface product and set up the Granite.NET components. Timmons Group will develop workflows for this integration and configure Cityworks accordingly.

Task Group Deliverables

- Granite.NET Workflow diagram(s)
- Configured Cityworks environment

SCHEDULE AND FEE

PROPOSED DRAFT PROJECT SCHEDULE

Timmons Group has included a **draft** timeline below for development and deployment. The goal of the draft timeline is to provide the Client with a **general timeline** of events and confidence that Timmons Group has and can deliver on the proposed tasks.

Link to full adjusted schedule: <https://app.smartsheet.com/b/publish?EQBCT=3917184c0a4140bfb8b54e1318f8842e>

PRICING SUMMARY

The following table outlines our total cost for the additional proposed Scope of Work.

Task	Existing Budget	New NTE	Delta	Comments
Total Budget Change	\$849,596	\$849,596	\$0	
Phase 1: Vertical Asset Hierarchy Built in GIS for New Treatment Plant & Cityworks Deployed for Plant	\$64,146	\$156,721	\$92,575	
Component 1: ArcGIS Enterprise Cloud Deployment	\$64,146	\$64,146	\$0	Includes post Go Live AWS costs estimated \$1,500/month for months 13-28 (see table below)
Component 6: Treatment Plant	\$0	\$92,575	\$92,575	
Vertical Asset Model Deployed to GIS	\$0	\$18,000	\$18,000	Vertical Data Model & Vertical Data Migration
Cityworks Out-of-the-Box Deployment for New Plant	\$0	\$74,575	\$74,575	Lightweight Cityworks Implementation, onsite training, onsite Go Live
Phases 2 & 3: ArcGIS Deployment, GIS Migration from Nobel, Utility Network, Cityworks Implementation for Other Groups	\$785,450	\$842,478	(\$92,575)	
Component 2: Import Existing Data and Ensure Readiness	\$106,500	\$21,060	(\$85,440)	
Task: Discovery	\$3,600	\$1,800	(\$1,800)	
Task: Landbase Migration	\$5,000	\$5,000	\$0	
Task: Data Cleanup	\$97,900	\$14,260	(\$83,640)	
Component 3: Migrate Data into ESRI Utility Network	\$135,980	\$168,308	\$32,328	
Task 1: Phase Initiation	\$1,380	\$1,380	\$0	
Task 2: Data Readiness Assessment	\$0	\$0	\$0	
Task 3: Data Model Design/Editing Tools	\$15,000	\$28,640	\$13,640	Additional budget needed for template editing Post Go Live, Attribute rules (task that will be duplicated Post Go Live)
Task 4: Data Migration	\$74,750	\$93,438	\$18,688	Additional budget for double deployment to fast-track Cityworks and trace configurations moved to post Go Live
Task 5: Adjustments and Integrations	\$0	\$0	\$0	
Task 6: Testing, Training and Go-Live	\$44,850	\$44,850	\$0	
Component 4: Cityworks Implementation	\$362,650	\$399,790	\$37,140	
Overall Implementation/Configuration/Testing, etc.	\$266,735	\$294,735	\$28,000	Additional budget for Phase 2 Cutover/Go Live process (duplicate effort)
Data Migration	\$57,020	\$57,020	\$0	
Integrations	\$18,340	\$27,480	\$9,140	Additional budget allocated for Granite.NET integration (not in scope for Phase 1)
Travel	\$15,475	\$15,475	\$0	
Post Go Live Support	\$5,080	\$5,080	\$0	
Component 5: Staff Augmentation	\$180,320	\$103,717	(\$76,603)	
Staff Augmentation	\$96,320	\$19,717	(\$76,603)	
Cloud Managed Services	\$84,000	\$84,000	\$0	

Component Payments

Timmons Group suggests the additional budget be covered in the following adjustment:

Project Component	Invoice Phase	Capital Job Number	Original Payment Amount	New Payment Amount	Comments
Component 1: ArcGIS Enterprise Cloud Development	1001 ArcGIS Enterprise Initial Setup	11837	\$32,920.00	\$32,920.00	
Component 1: ArcGIS Enterprise Cloud Development	1002 Hosting Fees Months 1-12	11837	\$7,226.00	\$7,226.00	
Component 1: ArcGIS Enterprise Cloud Development	1003 Hosting Fees Months 13-28	11837	\$24,000.00	\$24,000.00	Per other projects, the projected AWS costs for ongoing hosting after Go-Live are estimated to be \$1,500 per month.
Component 2: Import Existing Data and Ensure Readiness	2001 Data Cleanup	11837	\$97,900.00	\$14,260.00	Time & Materials - budget is estimated based on maximum effort, \$110/hr.
Component 2: Import Existing Data and Ensure Readiness	2002 Data Discovery	11837	\$3,600.00	\$1,800.00	
Component 2: Import Existing Data and Ensure Readiness	2003 Landbase Migration/Import	11837	\$5,000.00	\$5,000.00	
Component 3: Migrate Data into Esri Utility Network	3001 UN Phase Initiation/Data Readiness	11837	\$1,380.00	\$1,380.00	
Component 3: Migrate Data into Esri Utility Network	3002 UN Data Model Design/Editing	11837	\$15,000.00	\$28,640.00	Additional budget needed for template editing Post Go Live, attribute rules (task that will be duplicated Post Go Live), additional fields & domain changes requested by MSWD
Component 3: Migrate Data into Esri Utility Network	3003 UN Data Migration	11837	\$74,750.00	\$93,438.00	Additional budget for double deployment to fast-track Cityworks and trace configurations moved to post Go Live
Component 3: Migrate Data into Esri Utility Network	3004 Testing/Training/Go Live	11837	\$44,850.00	\$44,850.00	
Component 4: Cityworks Implementation	4001 Cityworks Implementation	11838	\$266,735.00	\$294,735.00	Additional budget for Phase 2 Cutover/Go Live process (duplicate effort)
Component 4: Cityworks Implementation	4002 CW Data Migration	11838	\$57,020.00	\$57,020.00	
Component 4: Cityworks Implementation	4003 CW Integrations	11838	\$18,340.00	\$27,480.00	Additional budget allocated for Granite.NET integration (not in scope for Phase 1)
Component 4: Cityworks Implementation	4004 Post Go Live Support	11838	\$5,080.00	\$5,080.00	
Component 4: Cityworks Implementation	4005 CW Travel	11838	\$15,475.00	\$15,475.00	
Component 5: Staff Augmentation	5001 Staff Augmentation	---	\$96,320.00	\$19,717.00	Time & Materials (budget was originally estimated 20 hours/month based on average of hourly rates (avg \$172/hr)).
Component 5: Staff Augmentation	5002 Cloud Managed Services	---	\$84,000.00	\$84,000.00	28 months; \$7,000/month
Component 6: Treatment Plant	6001 Vertical Asset Model Deployed to GIS	11869	N/A	\$18,000.00	
Component 6: Treatment Plant	6002 Cityworks Out-of-the-Box Deployment for New Plant	11869	N/A	\$74,575.00	
	Total:		\$849,596.00	\$849,596.00	

ASSUMPTIONS

Timmons Group is including the following assumptions as part of our scope of work.

1. Deliverable Acceptance

Deliverables will be tested by Client within ten (10) business days of delivery. Client will evaluate the documentation, and previously accepted related functionality, against the agreed upon acceptance criteria, to determine acceptance. If all or some of a task is not accepted, or if previously accepted functionality is newly impacted in a negative manner, the defect will be deferred to a future sprint.

2. Solution Deployment

Changes to Client's hosted/target platform during task execution could result in additional deployment work not covered in this scope of work.

3. Additional Assumptions

- a) The Timmons team is responsible for all configuration and technical requirement testing, and will provide Project Manager, Business Analyst, GIS Solutions Architect and GIS Analyst resources throughout the duration of the project.
- b) Client is responsible for acceptance testing of all GIS and Cityworks functionality and will provide Project Manager and Subject Matter Expert resources.
- c) Client and Timmons teams are available throughout the duration of the project. Any impacts to availability of any team members from the teams may result in a delay in schedule.
- d) Timmons and Client will use a defined change management process for any changes in services above and beyond the agreed upon scope and cost pursuant to the existing contract executed between the District and Timmons.
- e) The Timmons Project Manager and Client Project Management teams will coordinate throughout the project on progress, managing expectations, removing impediments, and bridging communication. Client will liaison with experts from integrating systems as necessary.
- f) Client will use Timmons tools to track progress, development, and general communication.
- g) The Timmons project teams will conduct demos unless otherwise specified.