

**THIRD AMENDMENT
TO PROFESSIONAL SERVICES AGREEMENT NUMBER F001766
WITH WOOLPERT, INC.**

This Third Amendment to Agreement number F001766 dated June 5, 2018 ("Agreement") is made as of this _____ day of _____ by and between the City of Santa Rosa, a municipal corporation ("City"), and Woolpert, Inc. an Ohio corporation ("Consultant").

RECITALS

- A. City and Consultant entered into the Agreement, for Consultant to provide Cityworks (Azteca) enterprise asset management system software licenses and services for implementation of the software based on the scope included in the PSA and provide license of the software through the term of the license agreement.
- B. City and Consultant now desire to amend the Agreement to add funds for the purpose of performing a scope change to the current City requirements from the original scope performed in 2016 and agreed to in the PSA in 2018.

AMENDMENT

NOW, THEREFORE, the parties agree to amend the Agreement as follows:

1. Section 1. Scope of Services

Exhibit A to the Agreement is supplemented by Exhibit A-2 to this Amendment.

2. Section 2. Compensation

Section 2.c. is amended to increase the compensation payable to Consultant under the Agreement by \$264,846. to read as follows:

"Notwithstanding any other provision in this Agreement to the contrary, the total maximum compensation to be paid shall in no event exceed the sum of one million, nine hundred fifty-six thousand, two hundred sixty-seven dollars and zero cents, (\$1,956,267.00). The City's Chief Financial Officer is authorized to pay all proper claims from various Charge Numbers 55740, 100507-5320, 100303-5321, 100503-5321 and 310801-5321."

All other terms of the Agreement shall remain in full force and effect.

Executed as of the day and year first above stated.

CONSULTANT:

Name of Firm: Woolpert, Inc.

TYPE OF BUSINESS ENTITY (check one):

- Individual/Sole Proprietor
- Partnership
- Corporation
- Limited Liability Company
- Other (please specify: _____)

Signatures of Authorized Persons:

By: [Signature]

Print Name: Scott P. Cathran

Title: CEO

By: [Signature]

Print Name: Joshua T. Heid

Title: CFO

CITY OF SANTA ROSA
a Municipal Corporation

By: _____

Print Name: _____

Title: _____

APPROVED AS TO FORM:

[Signature] 3/3/2020
Office of the City Attorney

ATTEST:

City Clerk

City of Santa Rosa Business Tax Cert. No.

06517754

Attachment: Exhibit A-2 - Scope of Services



Memo

To: Jeannine Sarragossa, City of Santa Rosa

From: Christina Martinez, Woolpert

Date: January 09, 2020

Subject: Change Control 2: Cityworks Implementation Project: Additional Integrations and System Deployments

Overview

Based on mutual agreement by the City of Santa Rosa (City) and Woolpert, additional work and associated level of effort has been scoped for the Cityworks Implementation Project. The additional level of effort set forth in this Exhibit A was developed after additional analysis and consultation with the project Steering Committee and Core Team.

The additional level of effort is focused on the phases of Configuration, Integrations and System Deployments, and is a gap analysis of the original project assumptions versus the actual requirements for go-live. As part of the gap analysis Woolpert presented the project's Steering Committee additional level of effort for enhancements of business system integrations and data migrations. In order to reduce the cost of this change order City staff will perform these tasks. The City also requested a revised approach to implementing Cityworks in two separate phases instead of a 'big bang' approach with nearly 500 users. Three alternatives were analyzed and the one chosen by the Steering Committee that includes two phases. The first phase includes the deployment of Cityworks Service Requests and the MySantaRosa Integration and the configuration of work orders, inspections, data migrations, integration, testing, training and deployment for Parking, Parks, Recreation, Facilities Maintenance & Planning, Storm Water, Streets Maintenance, Traffic Engineering and Electrical. The second track includes the configuration of work orders and inspections, data migrations, integrations, testing, training and deployment for local and regional water.

Gap Analysis

General Requirements

Impacting the overall scope of work was the number of divisions in the original scope vs the number of divisions participating in the project. This impacts the number of elements to be configured in the Cityworks Asset Management System (AMS); the number and design of the asset structures to be stored in GIS; and the number of workshops and time required for the workshops on-site with City staff.

The following divisions were identified in the original PSA:

- Water Distribution and Recycled Water
- Wastewater Collections
- Wastewater Treatment (Maintenance)
- Wastewater Treatment (Operations)
- Water Treatment (Operations)
- Water Treatment (Maintenance)
- Storm Water
- Public Facilities and Maintenance
- Streets
- Parks and Recreation
- Parking

Through planning and configuration phases to date, the following divisions were actively participating in the project:

- Water Distribution (**including Fleet/Mobile Equipment, meters and UFO Facilities**)
- Urban Reuse/Reclamation
- **Water Quality**
- **Water Use Efficiency**
- Wastewater Collection
- Wastewater Treatment (LTP Mechanical)
- LTP – Biosolids
- Geysers (shown as "Recycled Water on left)
- Storm Water
- Facilities Maintenance
- **Facilities Planning**
- Parks
- Streets Maintenance
- **Traffic Engineering**
- **Electrical**
- **Recreation**
- Parking

Configuration Requirements

The number of groups participating had a direct impact on the elements to be configured in Cityworks. The following assumptions were identified in the original PSA:

- 275 Asset Types
- 3,300 Work Order Templates
- 8 Inspection Templates
- Service Request Configuration with Service Request Type only
- 3 Rounds of Configuration
- 2 On-Site Weeks Per Round

The actual requirements are as follows:

- 359 Asset Types **(+84)**
- 4,038 Work Order Templates **(+738)**
- 35 Inspections Templates **(+27)**
- Service Request Configuration with details
 - Service Request Types
 - Default Supervisor and Dispatch To
 - Detailed Question & Answer
- Each Round of Configuration requires **3 weeks** On-Site

Data Migration Requirements

The gap analysis included updating the level of effort for additional legacy data sets besides asset and work order history in Hansen. These legacy data sets for both asset and work order history are:

- Cartegraph Inspections -> Cityworks
- Cartegraph Assets -> GIS Asset Registry
- Parking Google Maps -> GIS Asset Registry
- Parks GIS -> GIS Asset Registry

The level of effort was estimated by Woolpert was \$83,834 and approximately three months in duration. Based on review of Woolpert's level of effort for migrating data from these additional legacy systems, the City has opted to perform this work in-house with Asset Management and save that cost.

- Parking IPS Meters -> GIS Asset Registry
 - Parking has opted for an integration that will manage the data migration

Integration Requirements

The level of effort to implement new requirements and enhancements for integration of Cityworks with other City business systems included (bold denotes new):

- One-Solution
 - Materials
 - Material Cost to Work Orders
 - **Accounts**
 - **Vendors**
 - The maintenance of accounts and vendors by City staff represents a saving of \$54,600 effort by Woolpert.
- CIS Infinity
 - Service Orders <-> Cityworks
 - CIS Meters <-> GIS Meters
 - CIS Accounts -> Cityworks
- SCADA Integration
 - 1 SCADA System
 - **2 Additional Systems (LTP and Geysers)**
- Public Stuff
 - Public Stuff Service Requests <-> Cityworks Service Requests (required to be deployed earlier than originally scheduled)
- Parking
 - **IPS Meters -> GIS Parking Meters**
 - This integration will cost Revenue \$20,946

Representatives from Parking have opted for an integration with the IPS Meter system in lieu of a one-time data migration. This integration will be performed by Woolpert.
- **DLAN** -> this was primarily a map interface integration that could be supported by City staff

Training and facilitation of this will be provided by Woolpert during configuration and system deployment.

Change Control Summary

The results of the gap analysis, presentation and review of alternatives to the project’s Steering Committee, and the commitment by City staff resulted in the following changes:

Continue the implementation on two separate tracks:

Track 1:

- Service Requests and MySantaRosa Integration;
- Work Orders and Inspections, Data Migrations, Integrations, Testing, Training and Deployment for:
 - Parking Parks, Recreation, Facilities Maintenance & Planning, Storm Water, Streets Maintenance, Traffic Engineering and Electrical

Track 2:

- Work Orders and Inspections; Data Migrations and Integrations; Testing, Training & Deployment for:
 - Local Water and Regional Water

Assumptions:

- Schedule assumes each track performed in sequence; with all efforts made to perform work in parallel when possible
- City staff to perform data tables for required elements from One Solution for Cityworks.
- City Staff with the CIS Vendor “Advanced” will perform all integrations and updates required for Cityworks.
- City staff to perform data migrations for Parks GIS, Cartegraph asset and work history, Cannon Facilities asset register
- The dates stated are based on receiving notice to proceed with amended PSA by the end of March 2020
 - Estimated Go-Live Track 1: December 12, 2020
 - Estimated Go-Live Track 2: December 25, 2021

Cost Summary

The total cost to the City of this change control after accounting for remaining project fee and City staff contributions in lieu of Woolpert performing the services is **\$264,845.64** the impact of cost to the general fund is **\$18,422.00**

Dept.	New Scope Total	City Staff/Remaining funds	New Scope Cost	New Integration costs
Facilities	\$19,246.00	\$16,744.00	\$2,502.00	
Parks	\$22,444.00	\$18,600.00	\$3,844.00	
Recreation	\$3,158.00	\$-	\$3,158.00	
Revenue	\$34,660.00	28000	\$6,606.00	\$20,946.00
Storm	\$52,606.00	\$48,490.00	\$4,116.00	
Streets Network	\$8,918.00		\$8,918.00	
Water	\$855,284.64	\$640,583.00	\$214,702.00	
Totals	\$996,316.64	\$752,417.00	\$243,900.00	
Amendment Cost				\$264,846.00