

**WORK ORDER**

PURSUANT TO A MASTER AGREEMENT BETWEEN  
THE CITY OF FORT COLLINS  
AND  
EXCERGY CORPORATION

**WORK ORDER NUMBER:** 12  
**PROJECT TITLE:** Consulting Support for Asset Register and Work Order Management System  
**ORIGINAL BID/RFP NUMBER & NAME:** 8225 Maximo Consulting Services  
**MASTER AGREEMENT EFFECTIVE DATE:** March 28, 2016  
**OWNER'S REPRESENTATIVE:** Rick Morford  
**WORK ORDER COMMENCEMENT DATE:** August 1, 2018  
**WORK ORDER COMPLETION DATE:** November 16, 2018  
**MAXIMUM FEE:** (time and reimbursable direct costs): \$35,338.00

**PROJECT DESCRIPTION/SCOPE OF SERVICES:** In preparation for the WEFS Water Distribution Maximo implementation Excergy is being asked to assess and review Water Distribution data.

Service Provider agrees to perform the services identified above and on the attached forms in accordance with the terms and conditions contained herein and in the Master Agreement between the parties. In the event of a conflict between or ambiguity in the terms of the Master Agreement and this Work Order (including the attached forms) the Master Agreement shall control.

The attached forms consisting of **4** pages are hereby accepted and incorporated herein, by this reference, and Notice to Proceed is hereby given after all parties have signed this document.


**SERVICE PROVIDER: Excergy Corporation**

By: DocuSigned by:  
James H. Ketchledge  
F091EB091B5D40A... Date: 7/25/2018  
Name: James Ketchledge Title: CEO & President

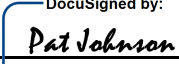
ACCEPTANCE: DocuSigned by:  
Rick Morford  
Rick Morford, Project Manager Date: 7/26/2018

**OWNER'S ACCEPTANCE & EXECUTION:**

This Work Order and the attached Contract Documents are hereby accepted and incorporated herein by this reference.

ACCEPTANCE:  DocuSigned by:  
Coy Althoff, Utilities Asset Manager

Date: 7/26/2018

REVIEWED:  DocuSigned by:  
Pat Johnson, Senior Buyer

Date: 7/27/2018

## Attachment A

### Work Order #12, Excergy WEFS Water Distribution Data Assessment Scope of Work

#### Water Data Project Objective:

Work Order #12 is to cover Excergy's work assisting Fort Collins with a Water Distribution data assessment; WUMS Data. This support will be executed to cover the Water Distribution data assessment for a period of time not to exceed 15 weeks; a week will be defined as 5, 8-hour days.

#### Task 1: Project Support

Excergy, upon request from City of Fort Collins, will provide assistance in the following areas of Project Management: planning and oversight, maintenance of schedule, reporting of issues which may include risk management. Excergy will provide a consulting team labor/task invoice report broken down by individual Excergy resource and time spent per task.

The City of Fort Collins will provide the lead project management resource as a central point of contact. Excergy project team members will participate as needed in ad-hoc or scheduled meetings organized by the City of Fort Collins. Verbal status reports may be required during any ad-hoc or scheduled status meetings. In addition to verbal reports, work order updates shall be included as part of the weekly project status meeting report authorized by Work Order #10. Hours for this support are shown in the labor hours and cost breakdown table below.

#### *Excergy Deliverables for this task*

- Provide assistance/support for steps required to complete all tasks listed in this work order
- Maintain communications (email/voice/other)
- Review, edit, or provide feedback following completion of each task listed in this work order
- Participate in/support ad-hoc or scheduled meetings as needed, which may include teleconferences or online with appropriate staff as needed
- Manage consulting team in performance of tasks and activities including time reporting
- Work order updates

#### *Utility Deliverables for this task*

- Provide a Utilities PM as a central point of contact
- Work with City of Fort Collins Utilities and Excergy Teams to complete all tasks in this work order
- Participate in/support scheduled meetings, which may include teleconferences or online with appropriate utility personnel as needed
- Provide administrative/logistics/meeting support as needed
- Maintain communications (email/voice/other)
- Review, edit, or provide feedback as necessary to finalize task deliverables
- Support/manage Utility Teams in the performance of, or activities required to complete, tasks listed in this work order

**Task 2: Bi-Weekly Meetings**

The Excergy team together with the City of Fort Collins staff will participate in bi-weekly meetings in support of Work Order #12 tasks. Excergy, upon request from the City of Fort Collins, will provide agendas for scheduled bi-weekly support meetings. Excergy upon request may be asked to facilitate Work Order #12 support meetings, as well at times Excergy may be tasked with developing presentations for support meetings.

The City of Fort Collins will be responsible for scheduling all Work Order #12 bi-weekly support meetings. Documenting all Work Order #12 bi-weekly support meetings and distribution of meeting notes/documentation to all City of Fort Collins staff and Excergy team members participating in these support meetings will be the responsibility of the City Project Manager. Hours for this support are shown in the labor hours and cost breakdown table below.

*Excergy Deliverables for this task*

- Upon request develop support meeting agendas
- As needed, develop support meeting presentations
- Participate in support meetings as requested, which may include teleconferences or online with appropriate staff as needed
- Maintain communications (email/voice/other)
- Execute consulting tasks and activities as required

*Utility Deliverables for this task*

- Participate in support meetings, which may include teleconferences or online with appropriate utility personnel
- Provide administrative/logistics/meeting support
- Maintain communications (email/voice/other)
- Record and document all support meetings
- Distribute all support meeting documentation to City of Fort Collins Utilities staff and Excergy team members participating in support meetings

**Task 3: Technical Support****Data Assessment**

Fort Collins with Excergy's assistance will review the WUMS data in preparation for a future migration into Maximo; this data review will be to determine effort required for a subsequent data migration. After a thorough data review by Fort Collins a copy of the WUMS data will be provided to Excergy for an assessment and review.

Following the data review by Fort Collins staff and the follow-up data review by Excergy a meeting will be scheduled with Fort Collins and Excergy staff, as necessary, to clarify questions identified during both review sessions and to confirm next steps needed to correct any issues which might impede migrating Water Distribution data into Maximo at a later date. Hours for this support are shown in the labor hours and cost breakdown table below.

*Excergy Deliverables for this task*

- Provide assistance/support for Data review tasks as requested by Fort Collins

- Maintain communications (email/voice/other)
- Review, edit, or provide feedback following data review
- Participate in/support scheduled meetings, which may include teleconferences or online with appropriate staff as needed
- Execute consulting tasks and activities as required

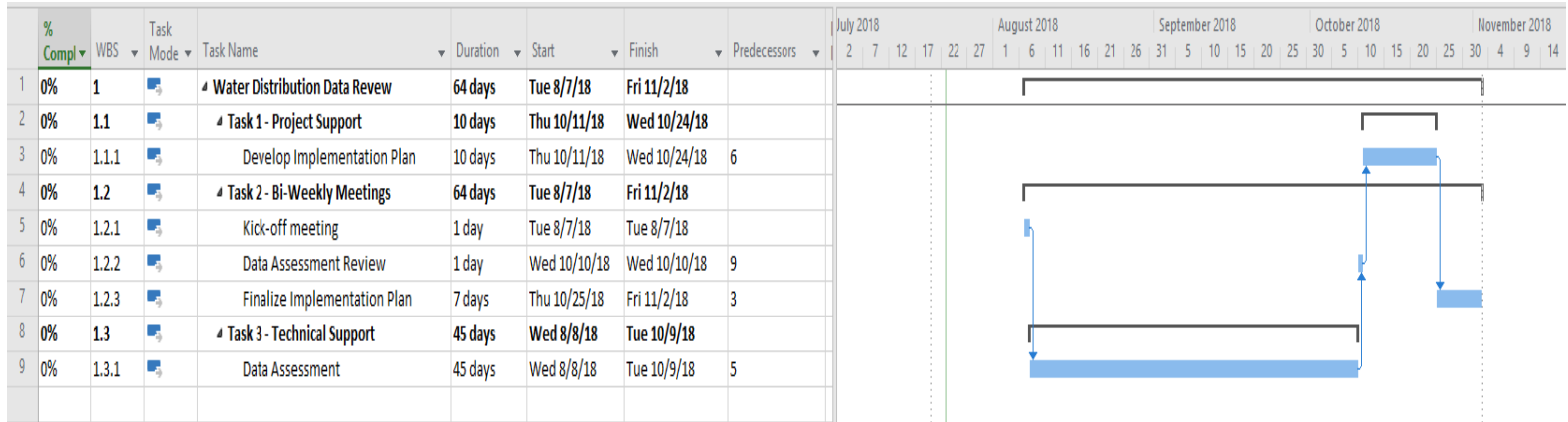
*Utility Deliverables for this task*

- Provide the WUMS data to Excerpt for review
- Participate in/support scheduled meetings, which may include teleconferences or online with appropriate utility personnel as needed
- Maintain communications (email/voice/other)
- Review, edit, or provide feedback as necessary to finalize task deliverables
- Execute utility tasks and activities as needed

**Attachment B**

**Work Order #12, Excerpt Water Distribution Data Review Schedule**

This Project schedule will be reviewed and updated during the bi-weekly Project Status meeting. The period of performance for this work order is August 1, 2018 to November 9, 2018. If changes in work order scope or a deviation from the attached schedule are required during the performance of this work order a change order will be executed.



*Figure 1 Water Distribution Data Review Schedule*

## Attachment C

### Work Order #12, Excergy Water Distribution Data Review Pricing

Work Order #12 Labor Hours and Cost Breakdown								
	Work Order Task: Water Distribution Data Assessment	Rick Crory \$155/hr	Andrew Tan \$155/hr	Mark Hatfield \$240/hr	Jim Ketchledge \$240/hr	Comments	Total Task Hrs	Total Task Cost
Task: 1	Project Support	12	6	12	6		36	\$7,110.00
Task: 2	Bi-Weekly Meetings	12	9	10	8	Including Agendas & Minutes as requested	39	\$7,575.00
Task: 3	Technical Support	30	32		6		68	\$9,610.00
	Contingency Hours	5	5	5	5		20	\$3,950.00
	Excergy Staff Total Hours:	59	52	27	25			
						Total Task hours:	163	\$28,245.00
						Estimated Travel Expenses:		\$7,093.00
						<b>Work Order Totals:</b>		<b>\$35,338.00</b>

*Figure 2 Labor Costs breakdown*

**Reimbursable Direct Costs:** Reimbursable direct costs take the form of travel related costs. Total travel costs for the period of performance as defined by Work Order #12 are estimated at \$7,093.00

Labor	Direct Costs	Total Not to Exceed (NTE)
\$28,245.00	\$7,093.00	\$35,338.00