

WORK ORDER

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

WORK ORDER NUMBER: 13
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: September 1, 2018
WORK ORDER COMPLETION DATE: December 31, 2018
MAXIMUM FEE: (time and reimbursable direct costs): \$35,460.00

PROJECT DESCRIPTION/SCOPE OF SERVICES: Excergy is being asked to help improve the Water Resources & Treatment Maximo implementation by developing Key Performance Indicators, re-building Maximo queries, re-configuring user Start Centers, and assist Utilities IT develop new Maximo reports.

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 **8** 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

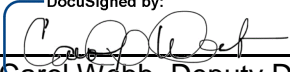
By: DocuSigned by:
James D. Ketchledge Date: 8/31/2018
F091EB091B5D40A...
Name: James Ketchledge Title: CEO & President

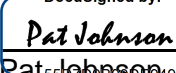
ACCEPTANCE: DocuSigned by:
Rick Morford Date: 9/4/2018
168010E20A715...
Rick Morford, Project Manager

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 Athoff, Utilities Asset Manager Date: 9/4/2018

ACCEPTANCE:  DocuSigned by: Carol Webb, Deputy Director, Utilities Date: 9/3/2018

REVIEWED:  DocuSigned by: Pat Johnson, Senior Buyer Date: 9/4/2018

ACCEPTANCE: _____ Date: _____
Gerry Paul, Purchasing Director
(if greater than \$60,000)

Attachments added here:

Attachment A

Work Order #13, Excergy Water Resources & Treatment Scope of Work

WR&T Project Objective:

The scope of Work Order #13 is for Key Performance Indicator (KPI) development, configuration, and documentation for the Water Production and Water Reclamation divisions both of which reside under the Water Resources & Treatment department (WRT). KPI development is further defined by task in the following sections.

Timeline for Work Order #13 – KPI Development: Fort Collins Utilities staff together with Excergy support will complete this KPI development scope by December 31, 2018, per the schedule of Figure 1.

Task 1: Project Management Support

Excergy with direction from the City of Fort Collins will provide a project plan that contains labor hours and cost breakdown by task for each Excergy resource assigned to a respective task for Work Order #13. Excergy, upon request from City of Fort Collins, will provide assistance in the following areas of Project Management: planning and oversight, maintenance of schedule, and 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, written status reports will be delivered weekly in the City's preferred format. The hours for the support above are stated below in Figure 2, Labor Costs Breakdown table.

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
- Execute consulting tasks and activities as required
- Manage consulting team activities and logistics
- Monthly team labor/task invoice report
- Weekly written status reports

Utility Deliverables for this task

- Provide a Utilities PM as a central point of contact and direct Excergy support as needed
- 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 #13 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 #13 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 #13 bi-weekly support meetings. Documenting all Work Order #13 bi-weekly support meetings and distribution of meeting notes/documentation to City of Fort Collins staff and Excergy team members participating in support meetings will be the responsibility of the City Project Manager. The hours for the support above are stated below in Figure 2, Labor Costs Breakdown table.

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

KPI #1 – PM/CM Ratio

The PM/CM Ratio KPI will require the following Maximo tasks be completed for the development of this KPI. **Note:** All development work for KPI #1 will be done in the Maximo DEV environment before migrating KPI #1 components to the Maximo QA environment for testing. Once all user testing has been satisfactorily completed in the Maximo QA environment all components required to support KPI #1 will be migrated to the Maximo PROD environment.

- 1). Configure Maximo & Load Task Data

- May require the following Maximo data be available:
 - o Job Plan durations
 - o Start/Finish Constraint Offsets
 - o PM Active Days and Target Start Time
 - o PM Frequency
 - o Work Type cost reporting
 - o Escalation and Actions to determine PM Effectiveness
 - o Multi-Asset Routes, no defined costs
 - o Use of Lead Times and Alert Lead
 - o Meter base PMs
- The development of KPI #1 will need Excergy to support the configuration of all Maximo applications in preparation for data from the steps outlined above.
- Following the configuration of all Maximo applications to manage the data required for KPI #1 Excergy will load data that has been compiled by Fort Collins Utilities staff.

2). Build Queries

- New queries need to be developed to supply data for KPI #1, Excergy will work with Fort Collins Utilities Maximo administrators and WRT Subject Matter Experts (SME) to develop queries needed for KPI #1.

3). Develop User Start Centers

- Excergy will assist Fort Collins Utilities Maximo administrators and WRT SMEs in the development of new end-user Start Centers. The following is a preliminary, but not limited to, list of steps needed for the development of new end-user Start Centers.
 - o Create new Maximo security groups.
 - o Develop new Start Center tabs, e.g. Initiation, Planning/Scheduling, Assigning, etc.
 - o Build result sets using queries developed in step #2 to support new Start Center tabs.
 - o Create result sets to support KPI #1.

4). Test User Start Centers

- Fort Collins Maximo Administrators and WRT SMEs with Excergy support will do an initial assessment of the new Start Centers followed by a WRT end-user assessment.
 - o Fort Collins Maximo Administrators together with WRT SMEs will assemble a group of WRT end-users to assess the new Start Centers.
 - o Feedback from WRT SMEs and end-users will be used by Fort Collins Maximo administrators along with Excergy's assistance to make any adjustments necessary to complete Start Center testing.

5). Update Production User Start Centers

- Fort Collins Maximo administrators with Excergy support will migrate all components developed for KPI #1 into Maximo PROD for release to end-users.
 - o Schedule training for end-users.
 - o Migrate all KPI #1 components to Maximo PROD.
 - o Post migration adjustments for KPI #1 in Maximo PROD environment.

6). Report Development to support KPI #1

- Fort Collins Maximo administrators and WRT SMEs together with Excergy support will develop new data reports as deemed necessary by WRT SMEs to support KPI #1 data. The following is a, not all inclusive, list of possible reports that may be developed by Fort Collins Maximo administrators.
 - o Weekly reports
 - o Monthly reports
 - o Automatically generated weekly/monthly reports
 - o Work Order print-outs/reports

7). Document KPI processes

- Fort Collins Utilities staff will work with Fort Collins Maximo administrators, WRT SMEs, and end-users to document the newly developed work flow & business processes for KPI #1 – PM/CM Ratio.

The hours for the support above are stated below in Figure 2, Labor Costs Breakdown table.

Excergy Deliverables for KPI #1

- Provide assistance/support for steps required to complete KPI #1
- Maintain communications (email/voice/other)
- Review, edit, or provide feedback following completion of each step of KPI #1
- 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

- Complete all steps required by KPI #1
- 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

KPI #2 – Percent Critical Assets in Red Zone

The Percent Critical Assets in Red Zone KPI will require the following Maximo tasks be completed for the development of this KPI. **Note:** All development work for KPI #2 will be done in the Maximo DEV environment before migrating KPI #2 components to the Maximo QA environment for testing. Once all user testing has been satisfactorily

completed in the Maximo QA environment all components required to support KPI #2 will be migrated to the Maximo PROD environment.

1). Configure Maximo & Load Task Data

- May require the following Maximo data be available:
 - o Asset Cost Reporting
 - o Purchase/Replacement Asset Cost Data
 - o YTD or Total Asset Cost Data
 - o Applications for Meters and Meter Groups
 - o Applications for Condition Monitoring
 - o Asset Depreciation/Value capability
 - o Materials Management
 - o Work Type Cost reporting
 - o Job Plans data
 - o Multi-Asset Routes, no defined costs
- The development of KPI #2 will need Excergy to support the configuration of all Maximo applications in preparation for data from the steps outlined above.
- Following the configuration of all Maximo applications to manage the data required for KPI #2 Excergy will load data that has been compiled by Fort Collins Utilities staff.

2). Build Queries

- New queries need to be developed to supply data for KPI #2, Excergy will work with Fort Collins Utilities Maximo administrators and WRT Subject Matter Experts (SME) to develop queries needed for KPI #2.

3). Develop User Start Centers to support KPI #2

- Excergy will assist Fort Collins Utilities Maximo administrators and WRT SMEs in the development of new end-user Start Centers. The following is a preliminary, but not limited to, list of steps needed for the development of new end-user Start Centers.
 - o Create new Maximo security groups.
 - o Develop new Start Center tabs, e.g. Initiation, Planning/Scheduling, Assigning, etc.
 - o Build result sets using queries developed in step #2 to support new Start Center tabs.
 - o Create result sets to support KPI #2.

4). Test User Start Centers

- Fort Collins Maximo Administrators and WRT SMEs with Excergy support will do an initial assessment of the new Start Centers followed by a WRT end-user assessment.
 - o Fort Collins Maximo Administrators together with WRT SMEs will assemble a group of WRT end-users to assess the new Start Centers.

- Feedback from WRT SMEs and end-users will be used by Fort Collins Maximo administrators along with Excergy assistance to make any adjustments necessary to complete Start Center testing.

5). Update Production User Start Centers

- Fort Collins Maximo administrators with Excergy support will migrate all components developed for KPI #2 into Maximo PROD for release to end-users.
 - Schedule training for end-users.
 - Migrate all KPI #2 components to Maximo PROD.

Post migration adjustments for KPI #2 in Maximo PROD environment.

6). Report Development to support KPI #2

- Fort Collins Maximo administrators and WRT SMEs together with Excergy support will develop new data reports as deemed necessary by WRT SMEs to support KPI #2 data. The following is a, not all inclusive, list of possible reports that may be need developed by Fort Collins Maximo administrators.
 - Weekly reports
 - Monthly reports
 - Automatically generated weekly/monthly reports
 - Work Order print-outs/reports

7). Document KPI processes

- Fort Collins Utilities staff will work with Fort Collins Maximo administrators, WRT SMEs, and end-users to document the newly developed work flow & business processes for KPI #2 – Percent Critical Assets in Red Zone.

The hours for the support above are stated below in Figure 2, Labor Costs Breakdown table.

Excergy Deliverables for this task

- Provide assistance/support for steps required to complete KPI #2
- Maintain communications (email/voice/other)
- Review, edit, or provide feedback following completion of each step of KPI #2
- 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

- Complete all steps required by KPI #2
- 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 #13, Excergy Water Resources & Treatment Schedule

This Project schedule will be reviewed and updated by bi-weekly in a WRT Production Support meeting. The period of performance for this work order is August 1, 2018 to December 31, 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.

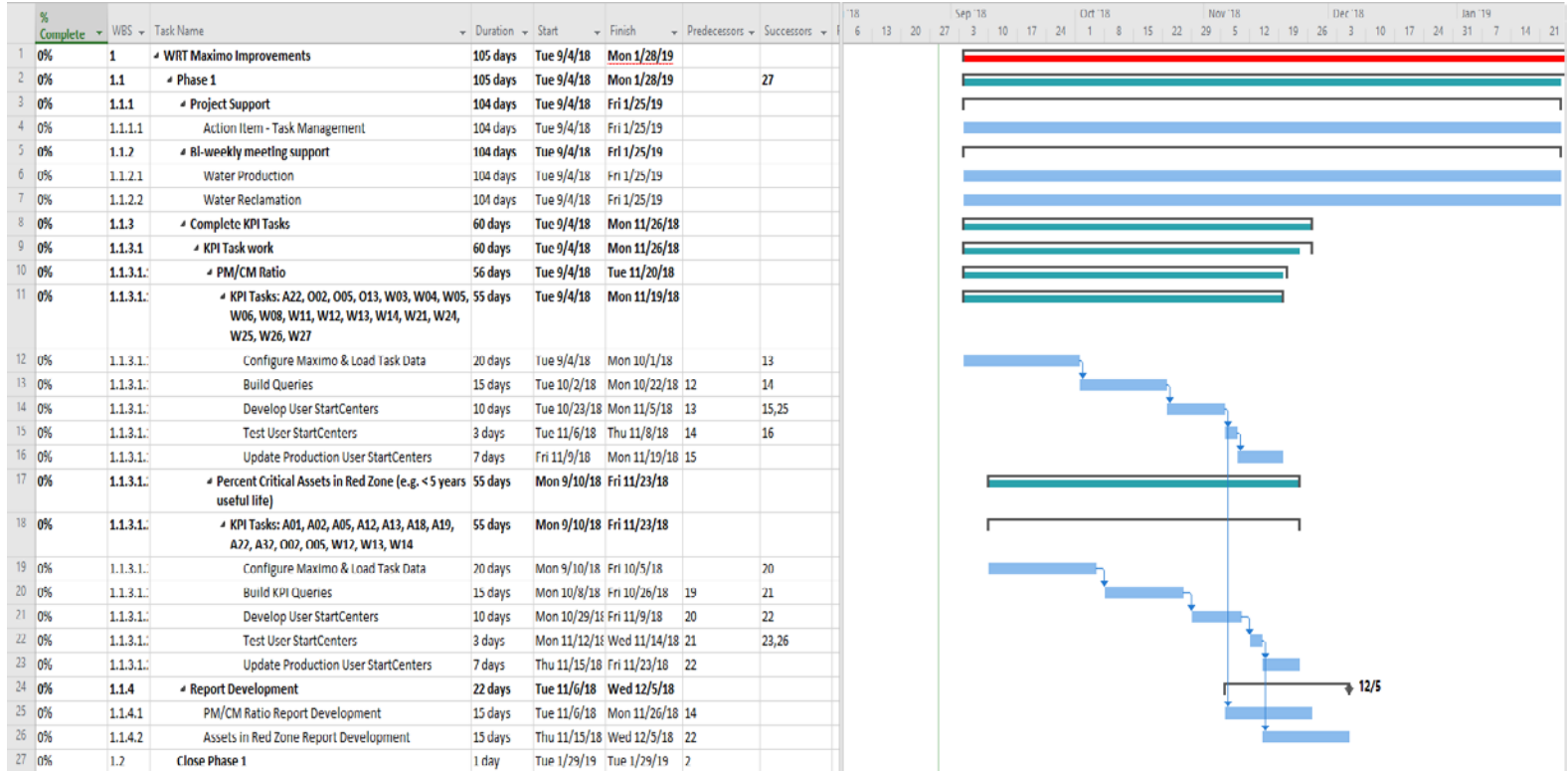


Figure 1 Water Resources & Treatment KPI Development Schedule

Attachment C

Work Order #13, Excergy Water Resources & Treatment Pricing

WRT Work Order #13							
	Water Resources & Treatment Maximo Improvement Work	Rick Croy \$155/hr	Andrew Tan \$155/hr	Jim Ketchledge \$240/hr	Comments	Total Task Hrs	Total Task Cost
Sub-Task: 1	WRT Project Support	8	4	14	Support - Upon request Action Items & Task Management	26	\$5,220.00
Sub-Task: 2	WRT Bi-Weekly Meetings	8			May include Agendas & Minutes upon request	8	\$1,240.00
Sub-Task: 3	WRT KPI Technical Support	120	60			180	\$27,900.00
	Contingency Hours	2	2	2		6	\$1,100.00
	Sub-total Task hours:	138	66	16	Work Order Totals:	220	\$35,460.00

Figure 2 Labor Costs breakdown

Labor	Direct Costs	Total Not to Exceed (NTE)
\$35,460.00	\$0.00	\$35,460.00