

**CHANGE ORDER
NO. #1**

PROJECT TITLE: **Maximo Support and Maintenance**

CONTRACTOR: **Croy & Associates, Inc.**

WORK ORDER NUMBER: **MAX_PRGSUP_2019**

PO NUMBER: **9191143**

DESCRIPTION:

1. Reason for Change: WFO Stormwater Maximo Program Support
2. Description of Change: The City is adding the task of providing WFO Stormwater with Maximo Program Support consisting of Application Maintenance, Enhancements, Expanded Functionality, Training & Knowledge Transfer to WO MAX_PRGSUP_2019. See Attachment A below for details.
3. Change in Work Order Price: **\$18,160.00**
4. Completion Date (if changed): December 31, 2019

ORIGINAL WORK ORDER PRICE	\$ 41,600.00
TOTAL APPROVED CHANGE ORDER	.00
TOTAL PENDING CHANGE ORDER	.00
TOTAL THIS CHANGE ORDER	18,160.00
TOTAL % OF THIS CHANGE ORDER	%
TOTAL C.O.% OF ORIGINAL WORK ORDER	%
ADJUSTED WORK ORDER COST	\$ 59,760.00

CONTRACTOR: Croy & Associates

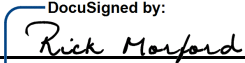
By:  Date: 8/3/2019
DocuSigned by: Rick Croy 19178BE07D4C483...
 Name: Rick Croy Title: Vice President

REVIEWED:  Date: 8/2/2019
DocuSigned by: Pat Johnson 5657DB39D9493...
Pat Johnson, Buyer or Senior Buyer

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

ACCEPTANCE:  Date: 8/5/2019
DocuSigned by: Coy Atchoff 5E2E81A03AA4E...
Coy Atchoff, Utilities Asset Manager

ACCEPTANCE:  Date: 8/5/2019
DocuSigned by: Theresa Connor 2E2E81A03AA4E...
Theresa Connor, Deputy Director, Utilities

ACCEPTANCE: 
 Rick Morford, Project Manager

Date: 8/6/2019

Attachment A
Crory & Associates
Work Order MAX_PRGSUP_2019 Change Order #1 Comments / Attachments

Task 02 – WFO Stormwater Support:

Crory will provide support for the Stormwater Division which resides under the Water Engineering & Field Services (WEFS) Department including but not limited to the following sub-tasks: Program / Task Support and Production Environment (PROD) Support / Enhancement / Configurations. Crory and City deliverables are further defined below based on sub-tasks per the Statement of Work (SOW) detailed in Work Order MAX_PRGSUP_2019.

CRORY will provide Stormwater support for this task through December 31st, 2019. See Task Schedule Figure 2A and Labor Cost Breakdown Figures 2B.

Deliverables Sub-Task 01 - Program / Task Support:

Crory Deliverables for this sub-task:

- Provide assistance / support for steps required to complete all sub-tasks listed in this task
- Maintain communications (email / voice / other)
- Review, edit, or provide feedback following completion of work listed in this task
- Participate in / support ad-hoc or scheduled meetings as needed, which may include teleconferences or online with appropriate staff as needed:
 - When asked develop support meeting agendas
 - As needed, develop support meeting presentations
 - Upon request facilitate meetings
 - Attend monthly division support meetings
- Execute consulting task / sub-tasks and activities as required
- Manage consulting team activities and logistics
- Provide monthly team labor / task invoice report
- Provide bi-weekly written status reports

City Deliverables for this sub-task:

- Provide a City PM as a central point of contact
- Work with City and Crory to complete all work listed in this task
- Participate in / support scheduled meetings, which may include teleconferences or online with appropriate utility personnel as needed:
 - Schedule monthly division support meetings
 - Document / distribute meeting minutes

- Provide administrative / logistics / meeting support as needed
- Maintain communications (email / voice / other)
- Review, edit, or provide feedback as necessary to finalize sub-task deliverables
- Support / Manage City Teams in the performance of, or activities required to complete, sub-tasks listed in this task

Deliverables Sub-Task 02 - Production Environment (PROD) Support/ Enhancement / Configuration:

Crory & Associates Deliverables for this sub-task

- Provide support for the development of Stormwater operations maintenance guidelines including asset management support, data and techniques
- Provide support for the development of department and division Performance Indicators (PI) and, Key Performance Indicators - KPIs (i.e. % Critical Assets in Red Zone, PM / CM Ratio, etc.)
- Provide support for implementation of best practice asset and work management in Maximo / mobile non-production environments aligned with department / division KPIs including but not limited to:
 - Configuration of Maximo application and / or start centers including queries
 - Configuration of mobile application(s)
 - Development of automation scripts, escalations, actions and / or communication templates
 - Configuration and loading of asset, material and / or work data
 - Implementation of new security groups
 - Develop and / or conduct user acceptance testing as required
 - Development or modification of reports
- Provide support for the implementation of approved best practice asset and work management in Maximo / mobile production environment including but not limited to Go-Live support
- Provide support for conducting periodic training including review and / or development of training documentation as required

City Deliverables for this sub-task

- Review, edit, or provide feedback as necessary to finalize sub-task deliverables
- Execute assigned tasks and activities as needed

The Task 02 Task Schedule is provided below in Figure 2A. This is an estimated schedule to be adjusted per the City's needs.

Figure 2A Change Order Tasks Schedule

Name	Begin date	End date
Task 02 Stormwater Support	6/3/19	12/31/19
Sub-Task 01 - Program / Task Support	6/3/19	12/31/19
Monthly Support Meetings	6/26/19	12/11/19
Meeting 1	6/26/19	6/26/19
Meeting 2	7/24/19	7/24/19
Meeting 3	8/21/19	8/21/19
Meeting 4	9/18/19	9/18/19
Meeting 5	10/16/19	10/16/19
Meeting 6	11/13/19	11/13/19
Meeting 7	12/11/19	12/11/19
Manage Consulting Team	6/3/19	12/31/19
Bi-Weekly Status Report	6/12/19	12/25/19
Report 1	6/12/19	6/12/19
Report 2	6/26/19	6/26/19
Report 3	7/10/19	7/10/19
Report 4	7/24/19	7/24/19
Report 5	8/7/19	8/7/19
Report 6	8/21/19	8/21/19
Report 7	9/4/19	9/4/19
Report 8	9/18/19	9/18/19
Report 9	10/2/19	10/2/19
Report 10	10/16/19	10/16/19
Report 11	10/30/19	10/30/19
Report 12	11/13/19	11/13/19
Report 13	11/27/19	11/27/19
Report 14	12/11/19	12/11/19
Report 15	12/25/19	12/25/19
Monthly Labor / Task Invoice Report	7/1/19	12/31/19
Sub-Task 02 - PROD Support / Enhancement / Configuration	6/3/19	12/31/19
Stormwater Maintenance Guidelines	6/3/19	12/31/19
Asset Management Support	6/3/19	12/31/19
PI / KPI Development	6/3/19	12/31/19
Asset and Work Management Implementation - Development	6/3/19	11/29/19
Asset and Work Management Implementation - Production	6/3/19	12/31/19
Periodic Training	6/3/19	12/31/19

The Task 02 Labor Costs Breakdown is provided below in Figure 2B. These are estimated costs to be adjusted per the City’s needs.

Figure 2B Change Order #1 Labor Costs Breakdown

Task No.	Description	Rick Croy	Andrew Tan	Emmanuel Okekeocha	Total	Cost
		Hours	Hours	Hours	Hours	
		Hourly Rate \$	\$160.00	\$160.00	\$160.00	
02	Stormwater Support	85.5	28	0	113.5	\$ 18,160.00
02.01	Program / Task Support	26	2	0	28	\$ 4,480.00
	Monthly Support Meetings	8	0	0	8	\$ 1,280.00
	Manage Consulting Team	6	0	0	6	\$ 960.00
	Bi-Weekly Status Report	6	0	0	6	\$ 960.00
	Monthly Labor / Task Invoice Report	6	2	0	8	\$ 1,280.00
02.02	PROD Support / Enhancement / Configuration	59.5	26	0	85.5	\$ 13,680.00
	Maintenance Guidelines - Asset Management	5.5	0	0	5.5	\$ 880.00
	PI / KPI Development	30	16	0	46	\$ 7,360.00
	Asset - Work Management Implementation - Development	12	6	0	18	\$ 2,880.00
	Asset - Work Management Implementation - Production	8	4	0	12	\$ 1,920.00
	Periodic Training	4	0	0	4	\$ 640.00

Reimbursable Direct Costs:

A breakdown in Croy & Associates, Inc. reimbursable costs section. Reimbursable direct costs in the form of travel related costs for the period of performance as defined by Work Order MAX_PRGSUP_2019 will be covered by a separate blanket work order – MAX_PRGSUP_TRVL.

Figure 3 Change Order #1 Cost breakdown

Labor Costs	Direct Costs	Total Not to Exceed (NTE)
\$18,160.00	\$0.00	\$18,160.00