



**NAPA SANITATION DISTRICT**  
**Amendment No. 02 to Task Order No. 01**

**Timmons Group**  
**Phase 1 Asset Management Program – CMMS (CIP #18702)**

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Whereas, the NAPA SANITATION DISTRICT (District), and TIMMONS GROUP (Consultant), entered into a Professional Services Agreement (Agreement), dated May 10, 2018; and

Whereas, Task Order No. 01 was executed by District on May 30, 2018, to provide CMMS implementation and software consistent with the asset management program Phase 1. The authorized Not-to-Exceed fee for providing the services set forth in Task Order No. 01 was \$317,882.50; and

Whereas, Amendment No. 01 to Task Order No. 01 in the amount of \$31,000.00 was executed on February 17, 2021 to perform GIS work and software upgrades. The authorized total Not-to-Exceed fee for Task Order No. 01 and Amendment No. 01 increased to \$348,882.50; and

Whereas, it is necessary to Amend said Task Order to provide for additional professional services not included in the original Task Order, as set forth below:

- Scope of Services: GIS modifications to support Cityworks implementation; and Cityworks configuration modifications, supplemental training, and support. See Attachment A for a detailed list of services.
- Deliverables: See Attachment A for a detailed list of deliverables.
- Schedule for Performance of Work including Milestone Dates: See Attachment A.
- Task-Cost Budget Summary: See Attachment A.

All terms and conditions of the original underlying Agreement, Task Order No. 01 and any Amendments thereto, shall remain in effect, except to increase the amount the Consultant may be paid by \$60,400.00, to a new Not-to-Exceed total amount of \$409,282.50.

IN WITNESS WHEREOF, DISTRICT and CONSULTANT have executed this Amendment this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**“DISTRICT”**  
**NAPA SANITATION DISTRICT**

**“CONSULTANT”**  
**TIMMONS GROUP**

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Purchasing Agent

Title: \_\_\_\_\_

ATTACHMENTS:

Attachment A – Cityworks Asset Management Implementation Change Order

## Attachment A

# Cityworks Asset Management Implementation Change Order

Prepared for Napa Sanitation District





# LETTER OF AGREEMENT

## PROJECT INFORMATION

<b>Project</b>	41994- Cityworks AMS Implementation	<b>Date</b>	July 15, 2021
<b>Client Contact</b>	Matt Lemmon 707-258-6004 mlemmon@napasan.com	<b>Timmons Group Project Manager</b>	Lauren Sullivan (858) 254-3873 lauren.sullivan@timmons.com

## PURPOSE STATEMENT AND PROPOSED CHANGE

Napa Sanitation District (NapaSan) is currently working with Timmons Group to implement the Cityworks asset management software solution. The project began in June 2018 and is nearing completion. Cityworks software is GIS-centric, and during implementation efforts, several tasks related to the NapaSan GIS data and environments have been identified as targets for completion in order to ensure the best opportunity for Cityworks success. While all NapaSan GIS environments are hosted by Napa County, the District has no full-time staff to manage the GIS data or environments. Some tasks related to the GIS are outstanding, and other aspects of the GIS environment have caused issues during Cityworks deployment.

Both Napa Sanitation and Timmons Group believe that the best course of action is to support the efforts from Napa Sanitation to improve the quality of the GIS data while the opportunity has presented itself. Napa Sanitation District has determined that additional efforts are required to bring the District's GIS environment to the level of accuracy and reliability desired to proceed with the implementation of the Cityworks Asset Management software. These services include the deployment of Timmons Group GIS resources to assist with efforts related to asset duplication, asset quality control, and others, as well as the modification of the Cityworks configuration to support these changes within the GIS.

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

Services will be provided in a timely and efficient manner. Timmons Group will keep the District informed of the job status and any necessary modifications/addendums. Acknowledgment and Acceptance of this Letter of Agreement constitutes Scope of Work and fee schedule acceptance by the District and Timmons Group.

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

Timmons Group will proceed upon receipt of this signed agreement.



Acknowledged & Accepted:

\_\_\_\_\_  
**Client**  
\_\_\_\_\_  
Date

\_\_\_\_\_  
**Timmons Group**  
\_\_\_\_\_  
Date

***Within This Document***

In this document, the District will find the following:

- Implementation Plan
- Anticipated Schedule Changes
- Fee Summary

# SCOPE OF WORK

This scope of work involves identifying and executing on various GIS tasks, and services in support of the NapaSan Cityworks implementation.

## IMPLEMENTATION PROJECT PLAN

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### *Task 1: GIS Modifications*

If tasks are identified related to GIS data or environment that the District wishes to assign to/engage with Timmons Group to execute, Timmons Group will provide an estimate of hours for each task, and then proceed with that task upon written confirmation of acceptance. Tasks may be related to GIS data edits, or to modifications to the existing GIS environment.

**District Responsibility** – District will identify and document requested tasks for TG staff.

**Deliverables** – TG staff will acknowledge request for GIS modification and provide an estimate to NapaSan for hours to complete. Upon verification, Timmons Group will complete the requested task.

**Assumptions** – Napa County controls all GIS infrastructure for NapaSan. Timmons Group can only make modifications to environments or data under purview of NapaSan. Timmons Group will require access and administrator permissions in all GIS environments.

### *Task 2: Cityworks Configuration Modifications, Supplemental Training, and Support*

The Timmons Group team will provide ad-hoc and open-ended consulting and technical assistance consisting of the any of the following areas for the Cityworks core software:

- Cityworks testing assistance
- Configuration advice and assistance
- Software training services
- Report or document updates, or custom document creation
- Integration assistance and modifications
- Scripting or stored procedure creation or modifications
- GIS recommendations related to NapaSan GIS environment
- Software customization as deemed appropriate

Upon receiving a request from the District, Timmons Group will return an estimated level of effort & proposed deliverables to NapaSan for approval prior to proceeding with performing any work.

**District Responsibility** – the City is to request services from Timmons Group on an as-needed basis. Authorized City staff will approve estimates provided by Timmons Group before work will proceed.

**Deliverables** – will be determined by request and agreed upon by both City and Timmons Group.

**Assumptions** – Timmons Group Project Manager will liaison between the District and Timmons Group.

# SCHEDULE AND FEE

## IMPACT ON PROJECT SCHEDULE

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As the modifications to the GIS environment and Cityworks configuration will be on an ad-hoc basis, Napa Sanitation and Timmons Group will come to an agreement on impact of GIS work on the project schedule. Timmons Group will provide a level of effort estimate for each task pending approval from the District.

- Estimated start date – 7/26/21 (pending execution)

Timmons Group anticipates work will occur on the GIS alongside the existing Cityworks AMS contract execution, parallel to the Cityworks software implementation.

## PRICING SUMMARY

The following table outlines our total cost for the additional proposed work. Payment schedule will follow existing contract guidelines.

Costs	Hours	Price	Comments
GIS tasks	200	\$30,000.00	Blended rate of \$150/hr
Cityworks configuration, troubleshooting, ad-hoc tasks	Est. 200	\$30,400.00	Existing contract rates (variable)
<b>Total</b>		<b>\$60,400.00</b>	

## ASSUMPTIONS

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

1. The outlined payment schedule may adjust if timing of start date, final UAT, holidays, or availability are modified during the project.
2. 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.
3. NapaSan is responsible for acceptance testing of all GIS and Cityworks functionality and will provide Project Manager and Subject Matter Expert resources.
4. NapaSan 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.
5. Timmons and NapaSan 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.
6. The Timmons Project Manager and NapaSan Project Management teams will coordinate throughout the project on progress, managing expectations, removing impediments, and bridging communication.
7. NapaSan will use Timmons tools to track progress, development, and general communication.
8. The Timmons project teams will conduct demos unless otherwise specified.