

REQUESTED COMMISSION ACTION:

Consent  Ordinance  Resolution  Consideration  Workshop  Initiative

**SHORT TITLE OR MOTION:** AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FL APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE AN AGREEMENT FOR COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM IMPLEMENTATION SERVICES BETWEEN THE CITY OF POMPANO BEACH AND ELECTRONIC DATA, INC.; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE. (\$508,150).

Summary of Purpose and Why:

The Utilities Department will be implementing an asset management system to document and track equipment inventory and maintenance at the Reuse Plant and Water Treatment Plants, resulting in better equipment reliability, lower operational cost, and more timely replacement. The City intends on purchasing a software subscription program for the asset management system using cloud based technology and will require a contractor to conduct system implementation. The Tampa Bay Water has recently implemented a nearly identical program at their water plant using a firm named EDI. Tampa Bay procured these services through the Request for Proposal (RFP) process and shortlisted three firms through a ranking system, and entered into negotiations with EDI with the assistance of CH2MHill Consulting Engineers. The City of Pompano Beach intends on piggybacking off this existing contract which has been reviewed and approved by City Purchasing Department. The total proposed hours and overall costs for Pompano Beach will be less than Tampa Bay. Attached is the Piggyback Agreement form and associated exhibits: Exhibit A (Tampa Bay Contract), Exhibit B (Scope of Work), Exhibit C (Insurance), and Exhibit D (Cost Estimate).



Accomplishing this item supports achieving the following Strategy, Initiative and Objective identified in the City's Strategic Plan: **Quality and Affordable Services, Initiative 1.4, Objective 1.4.3, "Implement Asset Management System in Utilities"**.

QUESTIONS TO BE ANSWERED BY ORIGINATING DEPARTMENT:

- (1) Origin of request for this action: Utilities Department
- (2) Primary staff contact: A. Randolph Brown / John Sfiropoulos Ext 7044/7009
- (3) Expiration of contract, if applicable: N/A
- (4) Fiscal impact and source of funding: \$508,150 from CIP 05-886 Water Treatment Plant Maintenance

DEPARTMENTAL COORDINATION	DATE	DEPARTMENTAL RECOMMENDATION	DEPARTMENTAL HEAD SIGNATURE
Utilities Director	<u>2/4/15</u>	APPROVE	
Attorney	<u>2/6/15</u>	APPROVE	
Finance	<u>2/12/15</u>	APPROVE	
Budget	<u>2-17-15</u>	APPROVE	

Advisory Board  
 Development Services Director  
 City Manager

ACTION TAKEN BY COMMISSION:

<u>Ordinance</u>	<u>Resolution</u>	<u>Consideration</u>	<u>Workshop</u>
1st Reading	1st Reading	Results:	Results:
_____	_____	_____	_____
2nd Reading	_____	_____	_____
_____	_____	_____	_____



**City Attorney's Communication #2015-503**

January 30, 2015

**TO:** John Sfiropoulos, P.E., Civil Engineer III  
**FROM:** Gordon B. Linn, City Attorney  
**RE:** Ordinance – Computerized Maintenance Management Implementation

Pursuant to your memorandum dated January 26, 2015, Engineering Department Memorandum No. 15-67, I have prepared and attached the following form of Resolution:

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE AN AGREEMENT FOR COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM IMPLEMENTATION SERVICES BETWEEN THE CITY OF POMPANO BEACH AND ELECTRONIC DATA, INC.; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

Please feel free to contact me if I may be of further assistance.

GORDON B. LINN

GBL/jrm  
l:cor/engr/2015-503

Attachment

**CITY OF POMPANO BEACH**  
**Broward County, Florida**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF POMPANO BEACH, FLORIDA, APPROVING AND AUTHORIZING THE PROPER CITY OFFICIALS TO EXECUTE AN AGREEMENT FOR COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM IMPLEMENTATION SERVICES BETWEEN THE CITY OF POMPANO BEACH AND ELECTRONIC DATA, INC.; PROVIDING FOR SEVERABILITY; PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, pursuant to law, ten (10) days' notice has been given by publication in a paper of general circulation in the City, notifying the public of this proposed ordinance and of a public hearing in the City Commission Chambers of the City of Pompano Beach; and

**WHEREAS**, a public hearing before the City Commission was held pursuant to the published notice described above, at which hearing the parties in interest and all other citizens so desiring had an opportunity to be and were, in fact, heard; now, therefore,

**BE IT ENACTED BY THE CITY OF POMPANO BEACH, FLORIDA:**

**SECTION 1.** That an Agreement for Computerized Maintenance Management System Implementation Services between the City of Pompano Beach and Electronic Data, Inc., a copy of which Agreement is attached hereto and incorporated herein by reference as if set forth in full, is hereby approved.

**SECTION 2.** That the proper City officials are hereby authorized to execute said Agreement.

**SECTION 3.** If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of

this Ordinance that can be given effect without the invalid provision or application, and to this end the provisions of this Ordinance are declared to be severable.

**SECTION 4.** This Ordinance shall become effective upon passage.

**PASSED FIRST READING** this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

**PASSED SECOND READING** this \_\_\_\_\_ day of \_\_\_\_\_, 2015.

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**LAMAR FISHER, MAYOR**

**ATTEST:**

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**ASCELETA HAMMOND, CITY CLERK**

/jrm/ds  
2/17/15  
L:ord/2015-188

## **AGREEMENT FOR COMPUTERIZED MAINTENANCE MANAGEMENT SYSTEM IMPLEMENTATION SERVICES**

Agreement for work in and about the City of Pompano Beach, 100 West Atlantic Boulevard, Pompano Beach, Florida 33060 for computerized maintenance management system implementation services dated \_\_\_\_\_, 2015, by and between the City of Pompano Beach (hereinafter called CITY) and Electronic Data, Inc., 780 Carillon Pkwy, Suite 100, St. Petersburg, FL, 33716, (hereinafter called CONTRACTOR).

WITNESSETH that the CITY and CONTRACTOR in consideration of the premises and of the mutual covenants considerations and agreements contained herein agree as follows:

### **1. WORK TO BE PERFORMED**

CONTRACTOR will perform professional services of computerized maintenance management system implementation of Maximo for the Utilities Department as it relates to the asset management program.

This agreement references the terms, conditions, prices and specifications of the agreement between Tampa Bay Water, a Regional Water Supply Authority, and the CONTRACTOR for "Computerized Maintenance Management System Implementation Services" at Tampa Bay Water, attached hereto as **Exhibit A**.

The CONTRACTOR shall furnish all labor, services, materials, supplies, equipment, transportation and other facilities and appurtenance necessary or proper to the above work based on the award for:

"Computerized Maintenance Management System Implementation Services" at Tampa Bay Water, Award Contract No. 2014-044

in strict and full accordance with the requirements of the Contract Documents and with such further details and instruction as the CITY may from time to time issue for the purposes of insuring the thorough completion of the work. Unless amended below, all terms, conditions, specifications and prices referenced in the Tampa Bay Water agreement shall apply.

### **2. SCOPE OF WORK GENERAL**

#### **2.01 GENERAL DESCRIPTION OF WORK**

- A. The CONTRACTOR will perform professional services as proposed in **Exhibit B** and as specified in the Tampa Bay Water agreement.

- B. All other required work incidental to the proper completion of the project.

### **3. CONTRACT DOCUMENTS**

It is understood that all the terms, provisions, conditions and obligations set forth in the Contract Documents of the Tampa Bay Water "Computerized Maintenance Management System Implementation Services" shall constitute a part of this Contract and are to have the same force and effect as if set forth specifically and at length herein. Insurance documents are attached as **Exhibit C**.

### **4. CONTRACT TIME**

The work under this Contract shall be commenced promptly following Notice to Proceed issued by CITY, prosecuted with diligence, and be fully completed within 16-months.

### **5. COMPENSATION TO BE PAID CONTRACTOR**

In consideration of the faithful performance of this Contract by the CONTRACTOR, the CITY will pay to the CONTRACTOR the unit prices as detailed in the Tampa Bay Water agreement.

**Exhibit D** represents an estimate of the proposed work in the amount of \$508,150 in which the CITY will have to pay the CONTRACTOR for acceptable and conforming work, inclusive of all materials, supplies, costs, fees and is the maximum extent of the CITY's obligation to pay CONTRACTOR but does not constitute a limitation, of any sort, of the CONTRACTOR's obligations to perform the work in accordance with this contract.

"CITY":

Witnesses:

**CITY OF POMPANO BEACH**

\_\_\_\_\_

By: \_\_\_\_\_  
LAMAR FISHER, MAYOR

\_\_\_\_\_

By: \_\_\_\_\_  
DENNIS W. BEACH, CITY MANAGER

Attest:

\_\_\_\_\_  
ASCELETA HAMMOND, CITY CLERK

(SEAL)

Approved As To Form:

\_\_\_\_\_  
GORDON B. LINN, CITY ATTORNEY

STATE OF FLORIDA  
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by **LAMAR FISHER**, as Mayor, **DENNIS W. BEACH** as City Manager and **ASCELETA HAMMOND**, as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who are personally known to me.

NOTARY'S SEAL:

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

\_\_\_\_\_  
(Name of Acknowledger Typed, Printed or Stamped)

\_\_\_\_\_  
Commission Number

"CITY":

Witnesses:

**CITY OF POMPANO BEACH**

\_\_\_\_\_

By: \_\_\_\_\_  
LAMAR FISHER, MAYOR

\_\_\_\_\_

By: \_\_\_\_\_  
DENNIS W. BEACH, CITY MANAGER

Attest:

\_\_\_\_\_  
ASCELETA HAMMOND, CITY CLERK

(SEAL)

Approved As To Form:

\_\_\_\_\_  
GORDON B. LINN, CITY ATTORNEY

STATE OF FLORIDA  
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2015 by **LAMAR FISHER**, as Mayor, **DENNIS W. BEACH** as City Manager and **ASCELETA HAMMOND**, as City Clerk of the City of Pompano Beach, Florida, a municipal corporation, on behalf of the municipal corporation, who are personally known to me.

NOTARY'S SEAL:

\_\_\_\_\_  
NOTARY PUBLIC, STATE OF FLORIDA

\_\_\_\_\_  
(Name of Acknowledger Typed, Printed or Stamped)

\_\_\_\_\_  
Commission Number

"CORPORATION":

Electronic Data, Inc.

By: Alex S. Walt. J.  
Signature

Alexander S. Walter, Jr.  
Typed, Stamped or Printed Name

Senior VP  
Title

Witnesses:

\_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF BROWARD

The foregoing instrument was acknowledged before me this 2 day  
of Feb, 2015 by Alex Walter, as Senior V.P.,  
of Electronic Data, Inc., on behalf of the corporation.  
He/she is personally known to me or has produced  
\_\_\_\_\_ (type of identification) as identification.

NOTARY'S SEAL:  
FLORIDA



DAVID BRANNEN  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# FF045488  
Expires 8/14/2017

Florida  
NOTARY PUBLIC, STATE OF

David Brannen  
(Name of Acknowledger Typed, Printed  
or Stamped)

FF045488  
Commission Number

# EXHIBIT A

## AGENDA ITEM C3



**DATE:** April 7, 2014  
**TO:** Matt Jordan, General Manager  
**FROM:** Charles H. Carden, Chief Operating Officer *CHC*  
**SUBJECT:** Computerized Maintenance Management System Implementation Services  
– Award Contract No. 2014-044 to EDI, Inc. - *Approve*

**SUMMARY:** A comprehensive asset management program is being developed to maintain a reliable water supply and delivery system. Use of Computerized Maintenance Management System (CMMS) software is a key component of the plan. Services under contract 2014-044 will implement and integrate Maximo, the Agency's recently purchased CMMS software package.

**RECOMMENDATION:** Approve contract 2014-044 with the top-ranked firm EDI, Inc. for Computerized Maintenance Management System Implementation Services in the amount of \$549,050.

**COST/FUNDING SOURCE:** \$549,050/FY2014 and FY2015 Uniform Rate

**DISCUSSION:** At its December 2013 meeting, the Board authorized staff to purchase Maximo CMMS software as part of the Agency's ongoing asset management program. CH2M Hill, Tampa Bay Water's asset management program consultant, assisted with development of a Request for Proposals (RFP) for implementation services for the new CMMS software. On January 30, 2014, Tampa Bay Water posted the RFP on Demandstar.com for Contract No. 2014-044, Computerized Maintenance Management System Implementation Services. On February 18, 2014, Tampa Bay Water received proposals from the following firms.

Bahwan Cybertek  
Computerized Facility Integration, LLC  
EDI  
Ensoft Consulting, Inc.  
Starboard Consulting  
Total Resource Management

A selection committee comprised of Tampa Bay Water staff rated all respondents in several categories including project approach and fee, project team organization and experience, and past performance. The result of the initial ranking was a shortlist of three firms that were interviewed on March 7, 2014. The selection committee applied the same selection criteria after the interviews, resulting in the following final ranking of the shortlisted firms.

EDI  
Starboard Consulting  
Ensoft Consulting, Inc.

Matt Jordan  
April 7, 2014  
Page 2

Negotiations with the top-ranked firm were conducted by staff and CH2M Hill. The resulting scope and fee are attached to this agenda item. Highlights of the scope are as follows.

- Development of work processes within the software framework
- Data migration
- Development of custom reports for progress measurement
- Training and role-based user manuals
- Integration of Munis, GIS and SCADA
- Development of strategies for future integrations to be conducted by staff

CH2M Hill recommends approval of Contract 2014-044 for Computerized Maintenance Management System Implementation Services. Staff concurs with this recommendation. The contract has been approved as to form by the Tampa Bay Water General Counsel's office, and a copy is available upon request.

**BACKGROUND:** Since Tampa Bay Water's inception in 1998, its infrastructure has increased dramatically. In April 2011, the Board adopted the 2011 Strategic Plan. In support of the Board's mission to provide water now and for future generations, the vision to be a leader in innovation and best practices, the value to strive for continuous improvement in everything we do, the goal to achieve a reliable water supply and delivery system, and the strategy to implement a framework for long term regional system reliability, Tampa Bay Water staff are implementing a comprehensive asset management program, similar to several of our member governments, in accordance with the water utility industry best practices.

In July 2013, staff retained the services of CH2M Hill, Inc. through its previous as-needed contract to complete a review and evaluation of the Agency's current Enterprise Maintenance Management System (EMMS). One of the results of that work was a technical memorandum that recommended purchase of a third party CMMS. In October 2013, staff authorized CH2M Hill under their current as-needed contract to assist with final selection and implementation of the new CMMS. An evaluation of Maximo's capabilities and availability through Florida State Contract 252-500-09-1 was performed and resulted in a recommendation to purchase the Maximo software at an initial purchase amount of \$170,000. The Board authorized this purchase at its December 2013 meeting. Procurement of implementation services were started immediately after that Board action.

Attachment



## Scope of Work

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The following Scope of Work (SOW) documents major tasks and deliverables contained within the project plan (organized by phase and milestone). In addition to the task description, the expected effort, along with start/stop dates for each milestone is included.

### Initiate Phase

Initiate Phase Complete

**Effort: 83 hours (Estimated 54 Hours Onsite)**

**Estimated Timeline: 5/5/14 – 5/19/14**

The major tasks are:

- Project kickoff preparation
- Conduct the project kickoff
- Onboard the EDI team members
- Setup remote access
- Security/Badging
- Arrange any onsite workspace
- Finalize and submit Project Plan
- Resources: PM, Functional Lead, Technical Lead
- Deliverables: Project kickoff meeting agenda and minutes; Draft and Final Project Plan

**Maximo Awareness Training Complete**

**Effort: 32 hours (Estimated 24 Hours Onsite)**

**Estimated Timeline: 5/5/14 – 5/12/14**

The major tasks are:

- 8 hours of preparation time
- 24 hours (3 days) of instructor-led training
  - Students will watch and listen to the trainer instead of attempting to follow along in front of a machine and perform exercises.
  - Pertinent modules to the implementation will be covered. Please note that while the functionality and features of some of the Maximo bolt-ons, like Maximo Spatial will be included, the trainer will not be accessing or showing a live integration to any external systems. The trainer will rely on alternate materials/screenshots in place of live demonstration in these cases.



- Deliverables: Conduct Awareness Training; Electronic Copies of Training Presentation and Materials

## Define Phase

Functional Design Complete

**Effort: 276 hours (Estimated 125 Hours Onsite)**

**Estimated Timeline: 5/12/14 – 6/9/14**

The major tasks are:

- Execution of 6 one-day topic-based Workshops, including:
  - Workshop #1 – Organization, Site and GL accounting structure, Asset/Location/Failure Hierarchy structure and processes
  - Workshop #2 – Work Management Processes (including Work Requests, Planning, Scheduling, Execution, and Closeout processes), Permit to Work and Operator Log Book
  - Workshop #3 – Maintenance Planning processes (Preventive Maintenance and Job Plans)
  - Workshop #4 – People, Labor, Qualifications, Security, Groups
  - Workshop #5 – Custom Report Specifications, Reporting Environment (Start Center design, KPI's and Reports)
  - Workshop #6 – Technical Workshop for Integration to MUNIS, GIS\*, Enterprise DB, SCADA, HP Trim\*

(\*see Additional Assumptions section)

- Documentation and client review for each of the workshop session notes
- A single functional requirements document, compiled from the workshop session notes
- A Data Migration Plan, outlining the plan for capturing and migrating data to and from environments throughout the life of the project
- An updated Project Plan, including a plan for the Development Iterations
- Assistance with the Hardware and Architecture Design. The assistance will be provided by an EDI technical resource
- Each workshop will have 2 resources present. One to facilitate, and one to document the workshop discussion and decisions
- Deliverables: Workshop Output Documents for each session; Draft and Final Functional Requirements Document; Data Migration Plan; Updated Project Plan



### **Integration Strategy Complete**

**Effort: 52 hours (Estimated 24 Hours Onsite)**

**Estimated Timeline: 5/27/14 – 6/4/14**

The major tasks are:

- An Integration Strategy meeting with Tampa Bay Water to review Hardware and Infrastructure
- Documentation of the Integration Strategy
- Deliverables: Integration Strategy Meeting Agenda and Minutes; Final Integration Strategy Document

### **Configuration Management Plan Complete**

**Effort: 36 hours (Estimated 6 Hours Onsite)**

**Estimated Timeline: 6/4/14 – 6/9/14**

The major tasks are:

- Meeting to discuss and agree on environments, deployment strategies, and configuration management plans
- A document that summarizes the discussion and decisions in the plan
- Deliverable: Draft and Final Configuration Management Plan

## **Develop Phase**

### **Technical Designs Complete**

**Effort: 164 hours (Estimated 76 Onsite Hours)**

**Estimated Timeline: 6/5/14 – 7/1/14**

The major tasks are:

- Hardware and Infrastructure Setup
- Build the Development Environment per the Configuration Management Plan – EDI technical resource will install the product in a development environment.
- Conduct Development Packet Prioritization/Scheduling Session
  - Adjust Initial Iteration Schedule as Required
  - Produce Prioritized Iteration Work List
- Produce Technical Designs – Technical designs are limited to complex configurations and integrations only.
- Technical Design Review and Feedback Loop



- Resources involved: PM, Functional, and Technical resources, Tampa Bay Water Technical resources for Hardware and Infrastructure setup and support while software installation occurs.
- Deliverables: Completed Development Environment; Prioritization/Scheduling Meeting Agenda and Minutes; Draft and Final Technical Designs

**Development Iterations (3 Iterations, planned resource: 3 developers)**

**Effort: 1450 hours (Estimated 553 Hours Onsite)**

**Estimated Timeline: 7/1/14 – 9/16/14**

For each iteration, the major tasks are:

- Conduct Iteration Kickoff & Scope Review
- Iteration Development
  - Iteration #1, 598 hours – Maximo System Configuration\*
  - Iteration #2, 426 hours – Integrations
  - Iteration #3, 426 hours – Integrations

(\*see Additional Assumptions section for detail)

- Mid-Iteration Walk Through / Check Point
- Develop Test Scripts
- End of Iteration Walk Through
- Produce Iteration Summary Report
- Feed Iteration Issues/Findings to Work List
- Resources: 3 developers, functional lead
- Deliverables: Mid and End of Iteration Walk Through Meetings for each Iteration; Iteration Summary Reports for each Iteration; Compiled Worklist; Configured Maximo Implementation; Configured Integrations between Maximo and other Systems

**Report Development Complete**

**Effort: 144 hours (Estimated 138 Hours Onsite)**

**Estimated Timeline: 7/1/14 – 9/16/14**

For each report, the major tasks are:

- EDI reviews the report specification template with Tampa Bay Water (carry-over from Workshop #5)
- Tampa Bay Water completes initial draft of report specifications for each report.
- Tampa Bay Water and EDI conduct a meeting to confirm content and complete report specifications for each report (a total of 5)



- EDI builds and deploys the report per the specification (120 hours). This activity will be conducted on-site at Tampa Bay Water to allow for efficient review/confirmation of report completion and facilitate knowledge transfer. (Please note that no specific commitment to train Tampa Bay Water employees on report writing is being made as part of this activity, but EDI will be accessible during this activity to show how they are developing the reports as long as deadlines are not being put in jeopardy.)
- Requested Changes to reports are considered enhancements and will be prioritized with other development activities per the work list prioritization process.
- Deliverables: Report Specifications Confirmation Meeting Agenda and Minutes; 5 Custom Reports

#### **Development Data Migration Complete**

**Effort: 166 hours (Estimated 48 Hours Onsite)**

**Estimated Timeline: 5/5/14 – 7/30/14**

Data gathering and loading into the Development (DEV) environment is a 4 step process. Those steps are:

- 1 - Tampa Bay Water and CH2M HILL will collect data and log data into a SQL database. As a result of the workshops, EDI will assist in defining which attributes need to be collected for various types of objects.
- 2 - EDI will provide templates to Tampa Bay Water that will match what is necessary for data loading into Maximo. The templates are limited to the data objects that are being loaded.
- 3 - EDI will train Tampa Bay Water on how to populate the templates based upon the data being collected.
- 4 - EDI will take the data provided in the templates and load the data into Maximo. There will be no transformations of any provided data.
- EDI will perform no more than 3 distinct data loads of the completed templates:
  - One data load into Development
  - One data load into Test (for User Acceptance Test activities)
  - One data load into Production (for Go-Live)
  - Unless critical system functionality is impacted, there will not be incremental data loads of any data object in between the major data loads listed above
- The list of objects that will be data loaded into the system are:
  - People, Labor and Security Groups
  - Assets, Locations and Classifications
  - Preventive Maintenance, Job Plans and Condition Monitoring
  - Vendors, Manufacturers (from MUNIS)
  - Regulatory Permits and Permit Condition Requirements (into HSE module)
- The list of objects that will not be data loaded into the system are:



- Inventory and Items
- Purchase Requisitions, Purchase Orders and Invoices
- Historical Work Orders
- Deliverables: Excel templates to Gather Data; Template Use Training; Completion of Data Migration into Development, Test and Production

#### Training Materials

**Effort: 200 hours (Estimated 50 Hours Onsite)**

**Estimated Timeline: 8/12/14 – 9/16/14**

- EDI will build role-based Training Material for this implementation.
- The exact number of roles and use cases per role will be defined in the Define Phase of the implementation.
- For estimation purposes, EDI will create 6 role (operator, mechanic, planner, supervisor, regulatory, & administrator) based training manuals and 1 basic navigation training manual:
  - Operator – Focused on Operators Logs, Work Requesting, Work Execution
  - Mechanic – Focused on Work Execution
  - Planner – Focused on Work Order Creation, Work Order Planning, Work Order Scheduling, and Permit to Work
  - Supervisor – Focused on Work Order Creation, Work Order Planning, Work Order Scheduling, Preventive Maintenance Creation/Update, and Job Plan Creation/Update
  - Regulatory – Focused on Permit to Work and Managing Personnel Qualifications
  - Administrator – Focused on common system administration activities including basic configuration, workflow, security, report administration, and the integration framework.
  - Basic Navigation, Querying, and Reports – For all roles, focused on navigating the system, finding/updating records, and running reports.
- The overall scope of the training manual creation will be limited to 21 distinct Use Cases across all manuals (with the System Administration and Basic Navigation manuals excepted.) A Use Case is defined as a finite business process with a beginning and end. An example would be “Create New Job Plan” or “Create a new location”. Work Order creation, planning, execution, and closeout would be viewed as 4 distinct Use Cases.
- Each training manual will include a description of the overall Role, the areas of the system that role will interact with, and a step-by-step procedure for each of the Use Cases defined for the role. The training manuals will include screenshots.
- For each Training Manual, the major tasks are:
  - EDI will recommend a list of the Use Cases to include in the Training Manual, based upon the outcome of the Define Phase. Tampa Bay Water will review and agree to the Use Cases.
  - EDI will build the Training Manual and turn it over to Tampa Bay Water for review.
  - Tampa Bay Water will review the Manual for correctness and clarity.



- Additional content will be Tampa Bay Water's responsibility.
- Deliverables: 6 Role-Based Customized Training Manuals, 1 Basic Navigation and Querying Training Manual

## Validate Phase

Install Testing Environment Complete

**Effort: 88 hours (Estimated 64 Hours Onsite)**

**Estimated Timeline: 9/16/14 – 10/1/14**

The major tasks are:

- Installation and the initial configuration of software from the DEV environment into the TEST environment
- Testing of the Data loaded into the system for issues
- Dry run by EDI of User Acceptance Test (UAT) scripts to confirm installation of packages and configurations
- Deliverables: Test Scripts; User Acceptance Test Strategy; Initial Configuration in Test Environment

User Acceptance Testing Complete

**Effort: 232 hours (Estimated 128 Hours Onsite)**

**Estimated Timeline: 10/1/14 – 10/31/14**

The major tasks are:

- Execution of User Acceptance Testing Cycle 1
  - Identify and Train Tampa Bay Water staff on testing process
  - Testing ensures pass/fail of steps outlined in Test Scripts
- Resolve all Cycle 1 discrepancies in the DEV environment to be verified and deployed to the TEST environment
- Execution of User Acceptance Testing Cycle 2
- Produce UAT documentation
  - Issue fix verification
  - Summary report
- Deliverables: Completed User Acceptance Test; User Acceptance Test Summary Report

EDI is responsible for ensuring that all configurations and fixes have been tested prior to deployment to the Tampa Bay Water environments. Tampa Bay Water is responsible for testing and accepting all configurations and all fixes that have been installed into the Tampa Bay Water environment. Upon



completion of this cycle, the User Acceptance Cycle (and therefore, development) will be considered complete.

## Deploy Phase

Training Complete

**Effort: 156 hours (Estimated 156 Hours Onsite)**

**Estimated Timeline: 10/31/14 – 11/14/14**

The major tasks are:

- Deliver Role Based Training – Training to be accomplished over a 2 week period immediately prior to go-live. Estimates call for:
  - 8 Total days of role-based sessions for power users and end users. The breakout of these sessions are to be determined after specific roles and training manuals are defined.
  - One 2-day system administration session
  - The remainder will be for open-house style training where a trainer is available across shifts to cover any number of topics.
- An estimated 156 hours will be expended for this task.
- Deliverable: End-user Training; System Administration Training

Go-Live

**Effort: 152 hours (Estimated 146 Hours Onsite)**

**Estimated Timeline: 10/31/14 – 11/14/14**

The major tasks are:

- Build the Production Environment – This task will require a combination of Tampa Bay Water and EDI resources to accomplish.
  - Production Maximo System Installation
  - Tampa Bay Water workflows, configurations and integrations installed
- Develop Go-Live Execution Plan. Joint effort for the entire project team.
- Execute Go-Live Execution Plan
  - Perform Production Data Load
  - Perform Additional Startup Activities per Go-Live Execution Plan
- Go Live – Targeted for 11/14/14. This date subject to change. This is the date Tampa Bay Water staff will be able to log on and begin using Maximo.



- Deliverables: Go-live Execution Plan; Completed Production Environment; Completed Production Data Load

## Operate Phase

### Bubble Support

**Effort: 80 hours (Estimated 80 Hours Onsite)**

**Estimated Timeline: 11/14/14 – 11/28/14**

The major tasks are:

- To deliver on-site support in the immediate weeks after deploying the system.
- EDI will supply one resource for 2 weeks to cover all Tampa Bay Water locations and shifts.
- Bubble Support effort is limited to helping users and fixing issues related to what was delivered as part of the project implementation. New development will not be started as part of Bubble Support. System fixes to the system may be developed and deployed during this phase to accomplish previously agreed upon functionality where “system fix” is defined as something that is not working as designed or intended per the requirements and user acceptance testing.
- Deliverable: Project Bubble Support

### Project Closeout

**Effort: 16 hours (Estimated 16 Hours Onsite)**

**Estimated Timeline: 11/28/14**

The major tasks are:

- To meet with Tampa Bay Water at the close of the project. Final acceptance and sign-off of the system will be completed at the end of the Bubble Support period. Training manuals and other relevant documents will be updated to the final “as-built” condition prior to Tampa Bay Water final acceptance and payment of the final invoice.



## Additional Assumptions

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The following assumptions are associated with this Statement of Work.

### Maximo Configuration

1. Core Maximo configuration will be limited to the following modules:
  - a. Administration Module – All components
  - b. Assets Module – All components
  - c. Planning Module – All components
  - d. Preventive Maintenance Module – All components
  - e. Self Service Module – Service Requests only
  - f. Work Order Module – All components
  - g. Purchasing Module – Companies only
  - h. Contracts Module – Warranty Contracts (for Asset Warranties) only
  - i. Financial Module – All components
  - j. IT Infrastructure Module – Implementation not required
  - k. Integration Module – All components
  - l. Security Module – All components
  - m. System Configuration – All components
  - n. Inventory Module – Implementation not required
  - o. Change Module – Implementation not required
  - p. Release Module – Implementation not required
  - q. Service Desk Module – Service Requests only
2. Add-on Maximo solutions implementation/configuration will be limited to the following:
  - a. Maximo Add-on Everyplace – Solution installed. Sets of mobile screens configured for Work Order Tracking and Assets on one mobile platform only.
  - b. Maximo Add-on Scheduler – Solution installed. All components configured.
  - c. Maximo Add-on Spatial – Solution installed. All components configured.
  - d. Maximo Add-on HSE – Solution installed. Implement/configure Operator Logbook, Qualifications, Permit Types and Permit to Work applications only.

### Custom Reports (Maximum of 5)

1. Tampa Bay Water will work with EDI to develop and provide a detailed specification for each report along with a sample (or desired layout). The detailed specification will include a map that connects each report field to a Maximo field. Any calculations will be documented in the specification. If a query already exists, that will be provided.

### Integrations

1. Integrations included in the configuration scope:



- a. MUNIS – Integration scope is limited to the following: Maximo will send a transaction to MUNIS when a Work Order is created in Maximo. MUNIS will send a cost transaction (labor and material only) to Maximo. Maximo will send a transaction to MUNIS when the Work Order is closed (to stop additional charges from accruing). Vendor list one-way synchronization from MUNIS.
- b. GIS (Spatial) – Integration scope is limited to surfacing Work Orders, Assets and Locations on maps in GIS. EDI will work with Tampa Bay Water to develop a strategy for a future integration effort to migrate the GIS linear asset segment information (pipelines) into the Maximo asset registry. This will be discussed during the Integrations workshop and will be a component of the Integration Strategy document. The actual integration of the pipeline information will not be part of this scope.
- c. SCADA – Integration scope is limited to populating Meter Readings in Maximo for assets or locations that will have a Preventive Maintenance or Condition Monitoring record tied to that Asset / Location / Meter combination.
- d. HP Trim – EDI will work with Tampa Bay Water to develop a strategy for a future integration effort to complete links to relevant plan/specification/O&M manual documents into Job Plans. The strategy and methodology for completing the links will be documented for each of the identified links. This will be discussed during the Integrations workshop and will be a component of the Integration Strategy document. Actual development of any portion of this integration will not be part of this scope.

### **Data Collection and Migration**

EDI will work with Tampa Bay Water to migrate and load data into Maximo for this project. Below are the assumptions for Data Collection and Migration:

- Tampa Bay Water and CH2M HILL will collect data and log data into a SQL database. As a result of the workshops, EDI will assist in defining which attributes need to be collected for various types of objects.
- EDI will provide templates to Tampa Bay Water that will match what is necessary for data loading into Maximo.
- EDI will train Tampa Bay Water on how to populate the templates based upon the data being collected.
- EDI will take the data provided in the templates and load the data into Maximo. There will be no technical transformations of any provided data.
- EDI will perform no more than 3 distinct data loads:
  - One data load into Development
  - One data load into Test (for UAT activities)
  - One data load into Production (for Go-Live)



- Unless critical system functionality is impacted, there will not be incremental data loads in between the major data loads listed above
- The list of objects that will be data loaded into the system are:
  - People, Labor and Security Groups
  - Assets, Locations and Classifications
  - Preventive Maintenance, Job Plans and Condition Monitoring
  - Vendors, Manufacturers
  - Regulatory Permits
- Objects that will not be data loaded into the system are:
  - Inventory and Items
  - Purchase Requisitions, Purchase Orders and Invoices
  - Historical Work Orders

### **Requirements Review**

Tampa Bay Water has contracted CH2M HILL to conduct business process reengineering and to produce and document these business requirements. At the conclusion of that effort, EDI shall review these requirements for fit and completeness against out of the box Maximo 7.5 functionality and the specific requirements outlined in this Scope of Work and shall identify, document, and communicate any gaps to Tampa Bay Water. Both EDI and Tampa Bay Water shall review these gaps. If the gaps differ significantly from the Scope of Work, a Change Order may be negotiated if warranted.

## ATTACHMENT



## Cost and Fees

The table below shows the list of tasks, a number of hours per task and the types of resource(s) necessary to perform the work.

Milestone	Hours	Resource Type(s)	Cost
Initiate Phase Complete	83	PM, Consultant, Senior Systems Developer	\$12,450.00
Maximo Awareness Training Complete	32	PM, Consultant, Senior Systems Developer, Trainer	\$4,800.00
Functional Design Complete	276	PM, Consultant, Senior Systems Developer	\$41,400.00
Integration Strategy Complete	52	PM, Consultant, Senior Systems Developer	\$7,800.00
Configuration Management Plan Complete	36	PM, Senior Systems Developer	\$5,400.00
Technical Designs Complete	164	PM, Consultant, Senior Systems Developer	\$24,600.00
Development Iteration 1 Complete	598	PM, Consultant, Senior Systems Developer, Software Quality Analyst	\$89,700.00
Development Iteration 2 Complete	426	PM, Consultant, Senior Systems Developer, Software Quality Analyst	\$63,900.00
Development Iteration 3 Complete	426	PM, Consultant, Senior Systems Developer, Software Quality Analyst	\$63,900.00
Report Development Complete	144	PM, Senior Systems Developer	\$21,600.00
Training Materials Complete	200	Trainer	\$30,000.00
Development Data Migration Complete	166	PM, Senior Systems Developer, Data Analyst	\$24,900.00
Install, Testing Environment Complete	88	PM, Senior Systems Developer, Data Analyst	\$13,200.00
User Acceptance Testing Complete	232	PM, Consultant, Senior Systems Developer	\$34,800.00
Training Complete	156	PM, Consultant, Senior Systems Developer, Trainer	\$23,400.00
Go Live	152	PM, Consultant, Senior Systems Developer	\$22,800.00
Bubble Support	80	PM, Consultant, Senior Systems Developer	\$12,000.00
Execute Project Closeout Process	16	PM, Consultant, Senior Systems Developer	\$2,400.00
Owner's Allowance		PM, Consultant, Senior Systems Developer, Trainer	\$50,000.00
<b>Grand Total Hours</b>	<b>3,327</b>		<b>Grand Total Cost \$549,050.00</b>

\*This item is dependent upon Tampa Bay Water identifying additional work that is out of scope and agreeing to an estimated cost of effort.

For this implementation, per Tampa Bay Water Administrative Policy #650-15, EDI will offer the "Hourly Rate – all inclusive method" of \$150.00/hour. Billing will be on a Time and Materials Basis with appropriate backup provided as required by the Policy. Task compensation values may be adjusted with written authorization of Tampa Bay Water.

**AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement for Professional Services is made this 21<sup>st</sup> day of April, 2014 by and between **TAMPA BAY WATER, A Regional Water Supply Authority**, an interlocal governmental agency of the State of Florida created and existing pursuant to Sections 163.01, 373.713 and 373.715, Florida Statutes (**TAMPA BAY WATER**), and **Electronic Data, Inc.** (**CONSULTANT**), a corporation in the State of Florida and authorized to do business in the State of Florida.

**WITNESSETH:**

**WHEREAS**, TAMPA BAY WATER desires to retain CONSULTANT to provide certain professional services consisting of Computerized Maintenance Management System Implementation Services; and

**WHEREAS**, TAMPA BAY WATER has selected CONSULTANT in accordance with TAMPA BAY WATER's procurement policy, and applicable provisions of Law; and

**WHEREAS**, CONSULTANT desires to provide the professional services required by TAMPA BAY WATER with respect to the Project, as hereinafter defined;

**NOW, THEREFORE**, in consideration of the premises set forth above, and of the mutual promises set forth below, and other good and valuable consideration, the sufficiency and adequacy of which are hereby acknowledged, the parties hereto, intending to be legally bound, agree as follows:

1.0 **DEFINITIONS.** The following terms as used in this Agreement shall have the following meanings:

- 1.1 Agreement - This written document, as it may be amended from time to time in accordance with paragraph 21.2 hereof.
- 1.2 Date of Commencement - The date on which TAMPA BAY WATER delivers to CONSULTANT written notice to proceed with the Services.
- 1.3 Law - All laws, statutes, rules, regulations, ordinances, codes and/or orders applicable to the Services.
- 1.4 Project - The professional services for Computerized Maintenance Management System Implementation.
- 1.5 Services - The services as provided for in Schedule "A", as well as any and all obligations, duties and responsibilities required of CONSULTANT pursuant to this

Agreement. The term "Services" shall also include all Additional Services which are subsequently authorized in writing by TAMPA BAY WATER.

- 1.6 Additional Services – Subject to Section 11 hereof, any services that are authorized in writing by TAMPA BAY WATER subsequent to the execution of this Agreement by amendment in accordance with paragraph 21.2 hereof.
- 1.7 Subconsultant – All contractors, subcontractors, consultants, subconsultants, suppliers, experts and other entities retained by CONSULTANT to perform or provide any portion of the Services required hereunder.
- 2.0 ENGAGEMENT OF SERVICES. TAMPA BAY WATER hereby contracts with CONSULTANT for CONSULTANT to perform the Services, and CONSULTANT hereby agrees to perform the Services upon the terms and conditions set forth in this Agreement.
- 3.0 TERM. The term of this Agreement shall continue until all Services required hereunder have been performed or this Agreement is sooner terminated in accordance with the procedures set forth herein.
- 4.0 PROJECT COMPENSATION.
  - 4.1 For the timely and proper performance of the Services, TAMPA BAY WATER shall pay CONSULTANT the compensation set forth in Schedule "B", which is attached hereto and made a part hereof, consistent with the provisions for payment set forth in Tampa Bay Water's Administrative Policy 650-15 which is attached as Schedule "C". TAMPA BAY WATER shall reimburse CONSULTANT for travel expenses other than travel expenses which are included in lump sum payment items (subject to the "administrative limits" of Section 112.061, Florida Statutes and Administrative Policy 650-15), provided CONSULTANT (a) maintains appropriate documentation substantiating the expense, (b) discloses that such claimed expense is true and correct as to every material matter, and (c) honors a claim for refund by TAMPA BAY WATER should such reimbursement be in excess of the administrative limits. Nothing herein shall prevent the payment to CONSULTANT for lump sum items which include travel expenses consistent with the administrative limits.
  - 4.2 CONSULTANT hereby certifies that the wage rates and other factual unit costs supporting that compensation are accurate, complete and current at the time this Agreement is executed. Further, CONSULTANT acknowledges and agrees that any compensation to be paid under this Agreement, both as originally set forth in Schedule "B" or for any Additional Services hereafter authorized in writing by TAMPA BAY WATER, will be adjusted to exclude any significant sums by which TAMPA BAY WATER determines such compensation was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit cost. Further, CONSULTANT acknowledges and agrees that any such adjustment to compensation may be made within one year of the expiration or termination of this Agreement.

- 5.0 PROJECT SCHEDULING. CONSULTANT shall perform the Services in accordance with the milestone dates and/or progress schedule set forth in Schedule "D".
- 6.0 CONSULTANT'S REPRESENTATIONS AND WARRANTIES. CONSULTANT represents and warrants to TAMPA BAY WATER as follows:
- 6.1 CONSULTANT is duly authorized to conduct business in the State of Florida.
  - 6.2 CONSULTANT has, or it will secure at its own expense, all personnel, facilities, and equipment required to perform and complete the Services.
  - 6.3 CONSULTANT shall maintain an adequate and competent staff of professionals licensed and located within the State of Florida. CONSULTANT shall designate in writing a single representative with whom TAMPA BAY WATER shall coordinate. This representative shall have authority to transmit instructions, receive information, interpret and deliver CONSULTANT's policy and decisions related to the Services and bind CONSULTANT with respect to any matter arising out of or relating to this Agreement.
  - 6.4 CONSULTANT has or shall secure all licenses or permits required by Law for the performance of the Services and shall comply with all Laws in effect at the time of the execution of this Agreement and the time of performance of the Services.
  - 6.5 CONSULTANT has familiarized itself with the nature and extent of this Agreement, the Project, the Services, the site, locality, and all local conditions and Law that may affect CONSULTANT's performance of this Agreement, including CONSULTANT's compensation, the progress schedule and/or the performance or furnishing of the Services.
  - 6.6 CONSULTANT has reviewed this Agreement (including its Schedules) and all available information and data shown or indicated in this Agreement and has given TAMPA BAY WATER written notice of all conflicts, errors, ambiguities, or discrepancies that it has discovered in this Agreement or information or data, and the written resolution thereof by TAMPA BAY WATER is acceptable to CONSULTANT.
  - 6.7 CONSULTANT shall obtain and review all information and data which relates to the Services or which CONSULTANT may reasonably anticipate may affect cost, scheduling, progress, performance or furnishing of the Services, including, but not limited to, information and data related to the Project work of others under separate contracts, to the extent that such work may interface with the Services hereunder.
  - 6.8 At all times during the performance of the Services, CONSULTANT shall comply with Title VII of the Civil Rights Act of 1964, as amended, and the Florida Civil Rights Act of 1992. CONSULTANT shall not discriminate in any form or manner against its employees or applicants for employment on the basis of race, color, national origin, religion, sex, age, handicap or marital status. Further, CONSULTANT shall comply

with all applicable rules, regulations or executive orders promulgated to give effect to the Civil Rights Act of 1964, as amended.

- 6.9 CONSULTANT warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for CONSULTANT, to solicit or secure this Agreement. Further, CONSULTANT has not paid or agreed to pay any person, company, corporation, individual or firm, other than a bona fide employee working solely for CONSULTANT, any fee, commission, percentage, gift, or other consideration, contingent upon or resulting from the award or making of this Agreement. CONSULTANT represents that it has complied with the provisions of Section 287.055(6), Florida Statutes.
  - 6.10 CONSULTANT has represented and warrants to TAMPA BAY WATER that CONSULTANT has special expertise in the type of professional services to be provided pursuant to this Agreement and CONSULTANT acknowledges that such representations were a material inducement to TAMPA BAY WATER to enter into this Agreement with CONSULTANT. CONSULTANT, in representing TAMPA BAY WATER, shall promote the best interest of TAMPA BAY WATER and assume towards TAMPA BAY WATER a fiduciary relationship of the highest trust, confidence and fair dealing.
  - 6.11 CONSULTANT shall immediately notify TAMPA BAY WATER if it becomes aware of any facts or circumstances which may reasonably give rise to any claim against TAMPA BAY WATER for Services performed under or related to the Services performed under this Agreement.
  - 6.12 CONSULTANT agrees that to the extent the performance of Services hereunder involves construction, CONSULTANT acknowledges that it has reviewed or will review TAMPA BAY WATER's applicable construction contract form that will be utilized with respect to and prior to any construction of the Project, and CONSULTANT agrees that all services to be provided under said construction contract are expressly included and incorporated into the Scope of Services set forth in Schedule A to be provided by CONSULTANT under this Agreement.
  - 6.13 CONSULTANT has the full power and authority to execute and deliver this Agreement and to incur and perform the obligations provided for herein, all of which have been duly authorized by all proper and necessary actions of the governing entity of CONSULTANT.
  - 6.14 This Agreement is a valid, binding and enforceable obligation of CONSULTANT, and does not violate any law, rule, regulation, contract or agreement otherwise enforceable by or against CONSULTANT, except as same may be limited by bankruptcy, insolvency, reorganization or other similar laws affecting the rights of creditors generally.
- 7.0 TAMPA BAY WATER's DUTIES.

- 7.1 TAMPA BAY WATER shall review and consider, in a reasonably prompt and thorough fashion, all applications for payments, reports, schedules, estimates, drawings, proposals or other documents presented to TAMPA BAY WATER by CONSULTANT and shall inform CONSULTANT of all of TAMPA BAY WATER's decisions or otherwise take appropriate action within a reasonable time so as to not unreasonably delay the Services of CONSULTANT.
- 7.2 TAMPA BAY WATER shall designate in writing a single representative with whom CONSULTANT shall coordinate. This representative shall have authority to transmit instructions, receive information and interpret and deliver TAMPA BAY WATER's policy and decisions pertinent to the Services. However, no such representative of TAMPA BAY WATER shall be authorized to approve any modification or amendment to this Agreement, including, but not limited to, authorizing any Additional Services, modification of Project Compensation or Project Scheduling, unless in the best interest of Tampa Bay Water and due to causes or circumstances beyond the control of CONSULTANT.
- 7.3 TAMPA BAY WATER shall cooperate in providing to CONSULTANT, upon CONSULTANT's specific request, all existing and available studies, reports, surveys and other information and data regarding the Project, to the extent such items are in TAMPA BAY WATER's possession and TAMPA BAY WATER has actual knowledge of their existence and location. Notwithstanding anything herein to the contrary, TAMPA BAY WATER does not represent or warrant the accuracy or completeness of any such items, unless it is expressly noted otherwise in writing on such item.

8.0 CHANGE OF PLAN.

- 8.1 TAMPA BAY WATER shall have the absolute right to terminate, suspend, or amend the Services or the Project at any time and for any reason, and such action on its part shall not be deemed a default or breach of this Agreement. Any such termination, suspension or amendment of the Services or the Project by TAMPA BAY WATER shall be in writing.
- 8.2 In the event the Services or Project is entirely or partly suspended for one or more periods of time, there shall be no claim for compensation for the suspended period(s). Upon resumption of the Services or Project, CONSULTANT shall resume the Services until the Services are completed in accordance with this Agreement, and the time for completion of the Services which were suspended shall be extended for the period of the suspension. If the cumulative total of such suspensions, excluding periods of suspension during the design phase, is 270 days or less, the extension of time shall be CONSULTANT's sole remedy. If the cumulative total of such suspensions is more than 270 days, CONSULTANT's sole remedy shall be to terminate this Agreement pursuant to Article 9.

- 8.3 If TAMPA BAY WATER amends the Services and CONSULTANT is of the opinion that Additional Services are made necessary as a result thereof, the provisions of Article 11.0 herein shall apply.

9.0 TERMINATION OF AGREEMENT.

- 9.1 TAMPA BAY WATER shall have the right to terminate this Agreement, in whole or in part, without cause upon written notice to CONSULTANT. In the event of any such termination without cause, CONSULTANT's sole and exclusive recovery against TAMPA BAY WATER shall be limited to that portion of CONSULTANT's compensation earned to the date of termination, together with any costs reasonably incurred by CONSULTANT that are directly attributable to the termination. The CONSULTANT shall not be entitled to any other or further recovery against TAMPA BAY WATER, including, but not limited to, anticipated fees or profits on Services not required to be performed. TAMPA BAY WATER shall determine that portion of the compensation earned for any incomplete Services based upon the ratio of such part of the Services completed relative to the entire Services. Any such determination shall be made in TAMPA BAY WATER's sole discretion. Termination without cause shall be effective upon delivery of written notice to CONSULTANT.
- 9.2 CONSULTANT shall be considered in material default of this Agreement and such default shall be considered cause for TAMPA BAY WATER to terminate this Agreement, in whole or in part, for any of the following reasons: (a) failure to begin Services within the time specified herein, or (b) failure to timely and properly perform the Services required hereunder or as directed by TAMPA BAY WATER, or (c) the bankruptcy or insolvency or a general assignment for the benefit of creditors by CONSULTANT or by any of CONSULTANT's principals, partners, officers or directors, or (d) failure to obey any Law, or (e) failure or refusal to allow public access to all public record documents or other materials made or received by CONSULTANT in conjunction with this Agreement, unless exempt under Florida law, or (f) CONSULTANT otherwise materially breaches this Agreement. In any such event, TAMPA BAY WATER may terminate this Agreement, in whole or in part, by giving CONSULTANT written notice. In the event of any such termination for cause, TAMPA BAY WATER shall not be obligated to make any further payments to CONSULTANT hereunder until such time as TAMPA BAY WATER has determined all costs, expenses, losses and damages which TAMPA BAY WATER may have incurred as a result of such default by CONSULTANT, whereupon TAMPA BAY WATER shall be entitled to set off all costs, expenses, losses and damages so incurred by TAMPA BAY WATER against any amounts due CONSULTANT hereunder. Termination for cause shall be effective upon fourteen (14) days written notice to CONSULTANT.
- 9.3 If TAMPA BAY WATER violates the provisions of this Agreement, and if said violation continues for sixty (60) days after CONSULTANT has delivered to TAMPA BAY WATER written notice of such violation, then CONSULTANT may, without prejudice to any other right or remedy, terminate or cancel this Agreement by giving

TAMPA BAY WATER fourteen (14) days written notice of such termination or cancellation. In the event of any such termination by CONSULTANT, CONSULTANT's sole and exclusive rights and remedies against TAMPA BAY WATER shall be the same as and limited to those which are set forth in paragraph 9.1 above.

- 9.4 Notwithstanding the provisions of paragraphs 9.2 and 9.3, this Agreement will not terminate for cause if the party receiving the notice begins, within seven (7) days of receipt, to correct its failure and proceeds diligently to cure such failure within no more than thirty (30) days of receipt thereof; provided, however, that if and to the extent such cause for termination cannot reasonably be cured within such thirty (30) day period, and if such party has diligently attempted to cure the same and thereafter continues to diligently cure the same, then the cure period may be further extended by the party that provided said notice.
- 9.5 If, after termination of this Agreement as provided for in paragraph 9.2 above, it is determined for any reason that CONSULTANT was not in default, or that its default was excusable or that TAMPA BAY WATER otherwise was not entitled to the remedy against CONSULTANT provided for in paragraph 9.2, then such termination for cause shall be deemed to be a termination without cause and CONSULTANT's sole and exclusive rights and remedies against TAMPA BAY WATER shall be the same as and limited to those afforded CONSULTANT under paragraph 9.1 above.
- 9.6 Upon any termination of this Agreement pursuant to paragraphs 9.1 or 9.3 above and payment by TAMPA BAY WATER as required under those paragraphs, CONSULTANT shall deliver to TAMPA BAY WATER, within ten (10) days of such payment, all papers, drawings, models and other material prepared by and for CONSULTANT with respect to the Project. Upon any termination of this Agreement pursuant to paragraph 9.2 above, CONSULTANT shall deliver to TAMPA BAY WATER, within ten (10) days of CONSULTANT's receipt of the termination notice, all papers, drawings, models and other materials prepared by or for CONSULTANT for the Project.

#### 10.0 WAIVER

- 10.1 CONSULTANT's acceptance of final payment shall constitute a full waiver of any and all claims by CONSULTANT against TAMPA BAY WATER arising out of and relating to this Agreement or otherwise related to the Project, except those previously made in writing and identified by CONSULTANT as unsettled at the time it submits its invoice for final payment. Neither the acceptance of the Services nor any payment by TAMPA BAY WATER shall be deemed to be an acceptance of defective or incomplete Services or waiver of any of TAMPA BAY WATER's rights against CONSULTANT.
- 10.2 Non-enforcement of any provision of this Agreement by either party shall not constitute a waiver of that provision nor shall it affect the enforceability of that provision or the remainder of this Agreement.

11.0 ADDITIONAL SERVICES.

- 11.1 If CONSULTANT is of the opinion that any services TAMPA BAY WATER directs it to perform are beyond the scope of the Services under this Agreement, CONSULTANT shall, within seven (7) days of such direction, notify TAMPA BAY WATER in writing of this opinion. TAMPA BAY WATER shall, within ten (10) working days after receipt of such notification, determine whether or not such service is in fact beyond the scope of this Agreement and constitutes Additional Services. If TAMPA BAY WATER determines that such service does constitute Additional Services, it shall provide extra compensation to CONSULTANT based upon the provisions of Article 4.0 above.
- 11.2 If, in the opinion of TAMPA BAY WATER, the progress of the Services during any period is substantially less than the amount which is necessary to meet the Project Schedule or CONSULTANT's obligations under Article 5.0 above, TAMPA BAY WATER may require CONSULTANT to take whatever action is necessary, in the opinion of TAMPA BAY WATER, to put the Services back on schedule. Such action shall not constitute Additional Services unless the delays were caused by circumstances beyond the control and fault of CONSULTANT or its agents, employees and Subconsultants.
- 11.3 In the event of claims by others against TAMPA BAY WATER in connection with the Project or the Services, CONSULTANT shall provide to TAMPA BAY WATER such technical assistance that TAMPA BAY WATER may request. Such assistance shall constitute Additional Services, unless such claims are caused by the failure of CONSULTANT, its agents, employees or Subconsultants to comply with the terms and conditions of this Agreement or otherwise perform their duties under this Agreement.
- 11.4 Subject to the provision of paragraph 8.2 above, CONSULTANT shall not make any charges or claims for damages for any delays or hindrances of less than thirty (30) days from any cause whatsoever during the progress of any portion of the Services. Such delays or hindrances of less than thirty (30) days may be compensated for by an extension of time as TAMPA BAY WATER may decide. However, any such extension shall not operate as a waiver of any other rights of TAMPA BAY WATER. If the total of such delays or hindrances exceeds thirty (30) days, any additional services required to be performed by CONSULTANT as a result of such delays or hindrances will be considered Additional Services unless such delays or hindrances were caused in whole or in part by CONSULTANT, its employees, agents, or Subconsultants or as a result of a suspension of the Project or Services entirely or partly by TAMPA BAY WATER. This paragraph 11.4 shall not apply to suspensions of the Project or Services by TAMPA BAY WATER, which suspensions shall be governed by Article 8.0.
- 11.5 If TAMPA BAY WATER requires CONSULTANT to provide it with an audit of its Project costs, such audit shall not be considered Additional Services.

- 12.0 STATUS REPORTS AND INSPECTIONS. TAMPA BAY WATER shall be entitled at all times to be advised of the status of the Project, including, but not limited to, the Services of CONSULTANT. CONSULTANT shall cooperate with TAMPA BAY WATER and its agents to keep TAMPA BAY WATER advised as to the status of the Project and Services. TAMPA BAY WATER and/or its authorized representative shall have the right to visit the site and/or the office of CONSULTANT in order to inspect the Services or any of the drawings or documents of CONSULTANT at any reasonable time. The documents obtained or generated under this Agreement shall be maintained by CONSULTANT and made available to TAMPA BAY WATER upon request by TAMPA BAY WATER at all times during the term of this Agreement and for three (3) years thereafter. In addition to the documents and reports set forth in Schedule "A," CONSULTANT shall, at no cost to TAMPA BAY WATER, deliver to TAMPA BAY WATER copies of all other Project documents or reports under CONSULTANT's possession or control that TAMPA BAY WATER may request from time to time.
- 13.0 COORDINATION WITH OTHERS. CONSULTANT shall cooperate with other engineers, consultants, construction contractors and suppliers retained by TAMPA BAY WATER and assist TAMPA BAY WATER with the coordination of those various projects, work, and engineering and consulting services. CONSULTANT shall review all information and attend all meetings as shall be reasonably necessary to accomplish the coordination of those various projects, work, and engineering and consulting services, and eliminate any problems where the projects, work or services interface with the Project or Services.
- 14.0 SUBCONSULTANTS. CONSULTANT shall not sublet, assign, or transfer this Agreement or any Services without the prior written consent of TAMPA BAY WATER, which consent may be withheld in TAMPA BAY WATER's sole discretion. CONSULTANT shall be solely responsible for the employment, direction, supervision, compensation and control of any and all Subconsultants. CONSULTANT shall cause all Subconsultants to abide by the terms and conditions of this Agreement and all Laws. All agreements between CONSULTANT and Subconsultants shall be in writing, with a copy of such agreements to be provided to TAMPA BAY WATER upon its request for same.
- 15.0 INDEMNIFICATION. In consideration of One Hundred Dollars (\$100.00) separately allocated from the consideration paid hereunder, to the fullest extent permitted by law, the receipt and sufficiency of which is acknowledged by CONSULTANT's execution of this Agreement, the CONSULTANT shall indemnify and hold harmless TAMPA BAY WATER, its officers and employees, from and against any and all liabilities, damages, losses and costs (including but not limited to reasonable attorneys fees) arising out of or to the extent caused by the negligence, recklessness or intentionally wrongful conduct of CONSULTANT or any of the Subconsultants or any other person or organization employed by or utilized by CONSULTANT in the performance of Services under this Agreement. This indemnification shall also include all liability, damages, losses and costs (including but not limited to reasonable attorneys fees) arising out of or to the extent caused by any infringement of patents or copyrights incident to providing the Services required hereunder.
- 16.0 CONSULTANT'S INSURANCE REQUIREMENTS AND MINIMUM LIMITS.

16.1 The types of insurance CONSULTANT shall purchase and maintain shall include the specific coverages and minimum limits set forth as follows. All said limits shall be per occurrence and in the aggregate combined single limit for all liability, except professional liability coverage which shall be on a claims made basis, with following forms excess or umbrella insurance making up the difference between the policy limits of underlying policies and the total amount of coverage required.

16.2 LIABILITY INSURANCE

16.2.1 General Liability

a) CONSULTANT shall purchase and maintain such commercial (occurrence form) or comprehensive general liability, automobile policies and other appropriate insurance for the services being performed and furnished hereunder which shall provide protection from claims set forth below which may arise out of, or result from CONSULTANT's performance and furnishing of the services and CONSULTANT's other obligations under the Agreement and Assignments issued hereunder.

b) Minimum limits of \$1,000,000 per occurrence for all liability must be provided, with excess or umbrella insurance making up the difference, if any, between the policy limits of underlying policies (including employers liability required in the Worker's Compensation coverage section) and \$5,000,000 per occurrence of the total amount of coverage required. Limits of coverage shall not be less than the following for Bodily Injury, Property Damage and Personal Injury, Combined Single Limits:

General Aggregate	\$2,000,000
Each Occurrence	\$1,000,000
Personal Injury/Advertising Injury	\$1,000,000
Products Comp/Operations Aggregate	\$1,000,000

c) CONSULTANT liability insurance shall include contractual liability coverage sufficient to cover CONSULTANT indemnification obligations under this Agreement. CONSULTANT agrees to pay on behalf of TAMPA BAY WATER, and to provide and pay for a defense for all claims covered by CONSULTANT obligations under the indemnification provisions.

16.2.2 Excess or Umbrella Liability

a) Umbrella liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverages.

16.2.3 Automobile Vehicle Liability

- a) Coverage shall be maintained as to the business use of all its owned, non-owned, leased or hired vehicles with limits of not less than: Bodily Injury & Property Damage Liability \$1,000,000, Combined Single Limit Each Accident.
- b) If CONSULTANT has no owned, non-owned, leased or hired vehicles, a letter from CONSULTANT so stating must be included with the Certificate of Insurance.

16.2.4 Watercraft/Aircraft Liability

- a) If CONSULTANT's provision of services involves utilization of watercraft or aircraft, watercraft and/or aircraft liability coverage must be provided to include bodily injury and property damage arising out of ownership, maintenance or use of any watercraft or aircraft, including owned, non-owned and hired.

16.3 WORKERS COMPENSATION COVERAGE

16.3.1 CONSULTANT shall purchase and maintain workers' compensation insurance for all workers' compensation obligations imposed by state law and employers' liability limits of at least \$100,000 each accident and \$100,000 each employee, \$500,000 policy limit for disease.

- a) TAMPA BAY WATER requires CONSULTANT and the Subconsultants to purchase workers' compensation insurance for all its employees regardless of the number of employees they have and regardless of any other exemptions. Florida law permits employers who may be exempt from purchase of coverage to waive their exemptions and purchase the coverage. TAMPA BAY WATER requires CONSULTANT and all the Subconsultants to purchase said coverage, unless waived in writing by TAMPA BAY WATER.
- b) CONSULTANT and the Subconsultants shall also purchase any other coverages required by law for the benefit of employees.

16.4 PROFESSIONAL LIABILITY/MALPRACTICE/ERRORS OR OMISSIONS INSURANCE

- 16.4.1 CONSULTANT shall purchase and maintain professional liability or malpractice or errors or omissions insurance with minimum limits of \$1,000,000 per occurrence.
- 16.4.2 If a claims made form of coverage is provided, the retroactive date of coverage shall be no later than the inception date of claims made coverage, unless the prior policy was extended indefinitely to cover prior acts.
- 16.4.3 To the extent commercially available, coverage shall be extended beyond the policy year either by a supplemental extended reporting period (ERP) of as great duration as available, and with no less coverage and with reinstated aggregate limits, or by requiring that any new policy provide a retroactive date no later than the inception date of claims made coverage.
- 16.5 CONSULTANT shall not commence or continue to perform any Services unless CONSULTANT has in full force and effect all required insurance, and until CONSULTANT has delivered to TAMPA BAY WATER all insurance certificates required hereunder evidencing the specific insurance coverage required, nor shall any payment for Services performed become due and payable until CONSULTANT has delivered all such certificates to TAMPA BAY WATER. CONSULTANT shall not permit any Subconsultant to perform any portion of the Services unless such Subconsultant has complied with the insurance requirements, including the workers' compensation and general liability insurance requirements, contained herein.
- 16.6 Insurance coverage shall be placed with insurers or self-insurance funds, satisfactory to TAMPA BAY WATER, licensed to do business in the State of Florida and with a resident agent designated for the service of process. All insurers shall have an "A" policyholder's rating and a financial rating of at least Class IX in accordance with the most current Best's rating. CONSULTANT shall provide TAMPA BAY WATER with financial information concerning any self insurance fund insuring CONSULTANT. At TAMPA BAY WATER's option, a Best's rating or Self-Insurance Fund financial information may be waived.
- 16.7 As evidence of the insurance coverages required by this Agreement, CONSULTANT shall provide TAMPA BAY WATER certificates of insurance evidencing the specific policies issued, the limits of coverage afforded, and the specific endorsement provided, all in accordance with the form attached hereto as Schedule "E" and made a part hereof. An ACORD form meeting these requirements and as shown in Schedule "E" may be substituted with the consent of TAMPA BAY WATER.
- 16.8 All the policies of insurance so required of CONSULTANT, except professional liability and workers' compensation insurance, shall be endorsed to include as additional insureds: TAMPA BAY WATER, its directors, officers, employees, representatives, agents, and volunteers. If the additional insureds have other insurance which might be applicable to any loss, the insurance required of CONSULTANT shall

be considered *primary*, and all other insurance shall be considered excess. Such insurance policies shall include or be endorsed to include a cross liability clause so the additional insureds will be treated as if a separate policy were in existence and issued to them. The cross liability clause does not increase the limits of liability or aggregate limits of the policy.

- 16.9 Deductible and self-insured retention amounts shall be subject to approval by TAMPA BAY WATER, which approval shall not be unreasonably withheld. CONSULTANT is responsible for the amount of any deductibles or self-insured retentions.
- 16.10 Approval of the insurance by TAMPA BAY WATER shall not relieve or decrease the liability of CONSULTANT hereunder. Further, CONSULTANT acknowledges that any such acceptance by TAMPA BAY WATER shall not be deemed to be an acknowledgement that CONSULTANT has satisfied its insurance obligations hereunder. CONSULTANT acknowledges and agrees that TAMPA BAY WATER does not in any way represent that the insurance (or the limits of insurance) specified in this Article is sufficient or adequate to protect CONSULTANT's interests or liabilities, but are merely minimums.
- 16.11 All insurance shall be maintained in full force and effect for the period provided in paragraph 16.13 hereof. Should any coverage approach expiration during the period in which it is to remain in full force and effect, it shall be renewed by CONSULTANT prior to its expiration, and a certificate of insurance again filed with TAMPA BAY WATER at least fourteen (14) days prior to coverage renewal.
- 16.12 All of the policies of insurance required to be purchased and maintained (or the certificates or other evidence thereof) shall contain a provision or endorsement that the coverage afforded will not be canceled, materially changed, or renewal refused, until at least thirty (30) days prior written notice has been given to TAMPA BAY WATER and CONSULTANT by certified mail. CONSULTANT shall give notice to TAMPA BAY WATER within (24) hours of any oral or written notice of adverse change, non-renewal, or cancellation.
- 16.13 Except as provided below in paragraph 16.14 for professional liability insurance, all insurance required hereunder shall remain in full force and effect throughout the entire term of this Agreement.
- 16.14 Professional liability insurance shall continue in force until the end of one (1) calendar year following the calendar year in which the completion of the Project is estimated to occur pursuant to the Project Schedule. The professional liability insurance policy shall be endorsed to provide for renewals through said one (1) calendar year, or if the current policy is not renewed, to provide for an extended reporting period on the existing policy through said one (1) calendar year.
- 16.15 CONSULTANT shall, upon request by TAMPA BAY WATER, deliver to TAMPA BAY WATER a copy of each insurance policy purchased by CONSULTANT pursuant to this Article 16.0 and Article 17.0.

16.16 All policies, except for workers' compensation and professional liability, shall contain provisions to the effect that in the event of payment of any loss or damage the insurer will have no rights of subrogation against TAMPA BAY WATER, its consultants, directors, officers, employees, representative or agents. Nothing contained in these insurance requirements is to be construed as limiting the liability of CONSULTANT or CONSULTANT's insurance carriers. Further, CONSULTANT hereby waives its right of recovery against TAMPA BAY WATER with respect to any matter covered by any insurance maintained by CONSULTANT.

17.0 INSURANCE – GENERAL REQUIREMENTS.

17.1 CONSULTANT shall purchase and maintain such commercial (occurrence form) or comprehensive general liability (occurrence form), professional liability, and other appropriate insurance, with respect to the Services required hereunder, that will provide protection from the types of claims set forth below which may arise out of or result from CONSULTANT's performance and furnishing of the Services, whether it is to be performed by CONSULTANT or the Subconsultants:

17.1.1 Claims under workers' compensation, disability benefits and other similar employee benefit acts;

17.1.2 Claims for employer's liability, including those arising under Title VII of the Civil Rights Act of 1964 and the Florida Civil Rights Act;

17.1.3 Claims for damages because of bodily injury, sickness or disease, or death to any person other than CONSULTANT's employee;

17.1.4 Claims for damages insured by personal injury liability coverage which are sustained by any person as a result of a negligent or wrongful act or omission of CONSULTANT or any person employed by or subcontracted to CONSULTANT;

17.1.5 Claims for damages because of injury to or destruction of tangible property wherever located, including loss of use resulting therefrom;

17.1.6 Claims for damages because of bodily injury or death of any person, or property damage arising out of the CONSULTANT ownership, maintenance, operation, use or loading and unloading of any owned, hired or non-owned motor vehicle used in connection with the Services, including employee non-CONSULTANT ownership use; and

17.1.7 Claims for damages because of bodily injury or death of any person or property damage arising out of the CONSULTANT ownership, maintenance, operation, use or loading and unloading of any owned, hired or non-owned aircraft and watercraft used in connection with the Services, including employee non-CONSULTANT ownership use.

- 17.2 The insurance required by this Article shall include the specific coverage and be written for the limits of liability and coverage provided in Article 16.0 or required by Law, whichever is greater. Where appropriate for the Services being performed, the commercial (occurrence form) or comprehensive general liability (occurrence form) insurance shall also include: broad form property damage, explosion, collapse, and underground hazard coverage and independent contractor's coverage.
- 17.3 The commercial (occurrence form) or comprehensive general liability (occurrence form) insurance shall include contractual liability insurance applicable to all of CONSULTANT's obligations under this Agreement that are covered by such insurance.
- 17.4 CONSULTANT shall require all Subconsultants to procure and maintain, until the completion of that party's Services, insurance of the types and in the coverage amounts required to be carried by CONSULTANT in this Agreement unless TAMPA BAY WATER agrees in writing, in advance of CONSULTANT's employment of any such Subconsultant, to other types of coverage and/or lower coverage amounts. Provided however, that professional liability insurance shall not be required under this Agreement for Subconsultants, unless such party is a licensed professional. The preceding sentence does not preclude CONSULTANT from requiring such insurance. CONSULTANT shall be responsible for ensuring that all Subconsultants comply with all of the insurance requirements contained herein relative to each such party.
- 17.5 TAMPA BAY WATER requires CONSULTANT and all Subconsultants to purchase workers' compensation insurance for all their employees regardless of the number of employees they have and regardless of any other exemptions. Florida law permits employers who may be exempt from purchase of coverage to waive their exemptions and purchase the coverage voluntarily. TAMPA BAY WATER requires CONSULTANT and all Subconsultants to voluntarily purchase said coverage.
- 18.0 STANDARD OF PERFORMANCE. CONSULTANT shall perform and complete the Services in a timely manner and in accordance with the standard of care, skill, and diligence customarily provided by professionals with expertise and experience in the type of Services to be provided hereunder, and in accordance with sound professional principles and practices. CONSULTANT acknowledges that it has represented to TAMPA BAY WATER that CONSULTANT has expertise and experience in the type of services to be rendered hereunder and that such representation was a material inducement to TAMPA BAY WATER to enter into this Agreement with CONSULTANT.
- 19.0 PROJECT DOCUMENTS AND DATA.
- 19.1 One (1) copy of all technical data and working papers regarding the Services, whether existing in the office of TAMPA BAY WATER or in the office of CONSULTANT, shall be made available to the other party to this Agreement without expense to such other party. Additional copies shall be made available at the expense of the requesting party.

- 19.2 All Project documents, tracings, plans, specifications, maps, evaluations, reports, technical data, and computer application code, other than working papers prepared or obtained under this Agreement, are the property of TAMPA BAY WATER without restriction or limitation of use, and shall be made available, upon request, to TAMPA BAY WATER at any reasonable time. CONSULTANT, at its own expense, may retain copies thereof for its files and internal use. Any use by TAMPA BAY WATER of such materials obtained under this Agreement for any other Project or use of incomplete materials obtained from CONSULTANT by TAMPA BAY WATER shall be made at the risk of TAMPA BAY WATER. However, this does not constitute a disclaimer of the professional liability of CONSULTANT with respect to the original Services as used for the Project.
- 19.3 All final plans and documents that are required by Florida Law to be endorsed and are prepared by CONSULTANT in connection with the Services shall bear the endorsement of a person in the full employment of CONSULTANT or duly retained by CONSULTANT and duly licensed in the appropriate professional category.
- 19.4 CONSULTANT shall make any patentable product or result of the Services and all information, design, specifications, know-how, data and findings available to TAMPA BAY WATER without cost to TAMPA BAY WATER. No material prepared in connection with this Project will be subject to copyright by CONSULTANT, all such copyrights being the property of TAMPA BAY WATER. TAMPA BAY WATER shall have the right to publish, distribute, disclose and otherwise use any material prepared by or for CONSULTANT with respect to the Project. Any use of material or patents obtained by TAMPA BAY WATER under this Agreement for any purpose not associated with this Project shall be at the risk of TAMPA BAY WATER. In TAMPA BAY WATER's discretion, whenever any renderings, photographs of renderings, photographs of models or photographs of the Project are released by TAMPA BAY WATER for publicity, proper credit may be given to CONSULTANT, provided the giving of such credit is without cost to TAMPA BAY WATER.
- 19.5 CONSULTANT shall make no statements, press releases or public releases concerning this Agreement or its subject matter or otherwise disclose or permit to be disclosed any of the data or any other information obtained or furnished in compliance with this Agreement, except at meetings where representatives of TAMPA BAY WATER are present, without TAMPA BAY WATER's prior written consent. CONSULTANT shall not publish, copyright, or patent any of the data furnished or developed with respect to the Project without first obtaining TAMPA BAY WATER's written consent, as all such rights are the property of TAMPA BAY WATER.
- 20.0 RECORD RETENTION AND AUDIT RIGHTS. CONSULTANT shall keep all books, records, files, plans, drawings and other documentation, including all electronically stored items, which concern or relate to the Services hereunder (collectively referred to herein as "Records") for a minimum of three (3) years from the date of expiration or termination of this Agreement or as otherwise required by Law, which ever date is later. TAMPA BAY WATER, or any duly authorized agents or representatives of TAMPA BAY WATER, shall have the

right to audit, inspect and copy all or such Records as often as they deem necessary during any such period of time. This right to audit, inspect and copy the Records shall include all of the Records of Subconsultants.

- 20.1 CONSULTANT shall keep and maintain public records that ordinarily and necessarily would be required by TAMPA BAY WATER in order to perform the Services.
- 20.2 CONSULTANT shall provide the public with access to public records on the same terms and conditions that TAMPA BAY WATER would provide the records and at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by Law.
- 20.3 CONSULTANT shall ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by Law.
- 20.4 CONSULTANT shall meet all requirements for retaining public records and transfer, at no cost, to TAMPA BAY WATER all public records in possession of CONSULTANT upon termination of the contract and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to TAMPA BAY WATER in a format that is compatible with the information technology systems of TAMPA BAY WATER.

21.0 MISCELLANEOUS PROVISIONS.

- 21.1 TAMPA BAY WATER and CONSULTANT each hereby binds itself, its successors, assigns, and legal representatives to the other. The rights and obligations pursuant to this Agreement shall inure solely to the parties hereto (their successors, assigns and legal representatives) and no other party shall have any rights or obligations under or by virtue of this Agreement.
- 21.2 This written document shall constitute the entire agreement between the parties hereto and said Agreement shall not be amended or modified except in writing duly executed by the party against whom such an amendment or modification is sought to be enforced. This Agreement shall govern the relationship between TAMPA BAY WATER and CONSULTANT on the Project.
- 21.3 This Agreement shall be governed by and construed under the laws of the State of Florida.
- 21.4 Venue for any action arising under this Agreement shall lie in the State courts for Pinellas County, Florida.
- 21.5 Any notices or other writings permitted or required to be delivered under the provisions of this Agreement must be in writing and shall be delivered by sending the

notice by personal delivery, U.S. regular mail, U. S. express mail or by U.S. certified mail, return receipt requested, in any event with sufficient postage affixed, and addressed as follows:

If to TAMPA BAY WATER:

Tampa Bay Water  
2575 Enterprise Road  
Clearwater, Florida 33763-1102  
Attention: Amanda Rice, P.E.

If to CONSULTANT:

Electronic Data, Inc,  
780 Carillon Pkwy, Suite 100  
St. Petersburg, Fl 33716  
Attention: James Flynn, VP of Finance and Administration

Either party may change said address by notice in writing to the other party in the manner herein provided.

- 21.6 The parties hereto acknowledge that they have carefully reviewed this Agreement and have been advised by counsel of their choosing with respect thereto, and that they understand its contents and agree that this Agreement shall not be construed more strongly against any party thereto, regardless who is responsible for its preparation or drafting.
- 21.7 Key personnel and Subconsultants assigned to the Project by CONSULTANT shall not be removed from the Project without the prior written approval of TAMPA BAY WATER. All key personnel shall be available to the Project on a full time basis, except as otherwise expressly approved in writing by TAMPA BAY WATER. Such key personnel are as follows:
- Don Peer  
John Acton  
Ryan Scott
- 21.8 If at any time during the term of this Agreement TAMPA BAY WATER notifies CONSULTANT in writing that any of CONSULTANT's employees or the employees of any Subconsultant are objectionable to TAMPA BAY WATER, CONSULTANT shall remove or have the Subconsultant remove the objectionable employee from the Project and not re-employ the objectionable employee on any portion of the Services.
- 21.9 The CONSULTANT's communications with TAMPA BAY WATER shall be limited to TAMPA BAY WATER's General Manager and designated staff. Communications with TAMPA BAY WATER's Board Members are prohibited, except with the prior

written permission of TAMPA BAY WATER's General Manager or at a duly noticed public board meeting. Any such prohibitive communications shall be deemed to be a material breach of this Agreement by CONSULTANT. This provision does not prohibit or limit contacts by or on behalf of TAMPA BAY WATER Board Members with CONSULTANT.

- 21.10 When CONSULTANT is requested by TAMPA BAY WATER to utilize special consultants not heretofore agreed upon, CONSULTANT shall be reimbursed for the actual reasonable cost of such consulting services. Any request of TAMPA BAY WATER to utilize specific firms shall be subject to the reasonable refusal of CONSULTANT. CONSULTANT shall obtain TAMPA BAY WATER's prior written consent before it retains such consultants.
- 21.11 All words used herein in the singular shall extend to and include the plural, and the use of any gender shall extend to and include all genders. Unless the context of the Agreement otherwise clearly requires, the term "including" is not limiting and the terms "hereof", "herein", "hereunder" and similar terms in this Agreement refer to this Agreement as a whole and not to any particular provision of this Agreement.
- 21.12 The captions and headings herein are for convenience of reference only and in no way define or limit the scope or content of this Agreement or in any way affect its provisions. Unless otherwise indicated, references to Articles and paragraphs shall include all subparts.
- 21.13 This Agreement shall be effective as of the last date upon which all of the parties hereto have executed this Agreement, as demonstrated by the date under the signatures on the signature page.
- 21.14 Time is of the essence of this Agreement and each of its provisions.
- 21.15 In the event of a conflict between this Agreement and Schedule "A" attached hereto, this Agreement shall control.
- 21.16 CONSULTANT represents that it is in compliance with Subsections 287.133(2) and (3), Florida Statutes, which provide that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, proposal or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months following the date of being placed on the convicted vendor list.

- 21.17 All analyses, data, documents, models, modeling, reports and tests performed or utilized by CONSULTANT shall be made available to TAMPA BAY WATER upon request and shall be considered public records in accordance with Chapter 119, Florida Statutes, unless exempt therefrom.
- 21.18 Unless expressly stated in writing, no action taken by a party to this Agreement shall be considered a waiver by such party of compliance with any representations, warranty, duty or responsibility under this Agreement.
- 21.19 CONSULTANT represents that it is in compliance with Subsection 287.134(2)(a), Florida Statutes, which provides that an entity or affiliate who has been placed on the discriminatory vendor list may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.
- 21.20 TAMPA BAY WATER shall decide all questions, difficulties and disputes of any nature whatsoever that may arise under or by reason of this Agreement, the prosecution and fulfillment of the Services called for hereunder, or the character, quality, amount, or value thereof. The decision of TAMPA BAY WATER upon all such claims, questions or disputes shall be final and binding if not contested by CONSULTANT in a written notice delivered to TAMPA BAY WATER within seven (7) days after CONSULTANT's receipt of written notice from TAMPA BAY WATER concerning such decision.
- 21.21 All express representations, indemnifications, or limitations made or given in this Agreement shall survive its completion or termination for any reason.
- 21.22 Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon TAMPA BAY WATER and CONSULTANT, which agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.
- 21.23 CONSULTANT is retained by TAMPA BAY WATER only for the purposes and to the extent set forth in this Agreement, and its relationship with TAMPA BAY WATER shall, during the term of this Agreement, be that of an independent contractor. CONSULTANT shall have the discretion, subject to the requirement that it perform the services required hereunder competently and professionally in accordance with the applicable professional standards and otherwise comply with the terms of this Agreement, to select the means and methods of performing such services. In this regard, CONSULTANT shall be fully responsible for the employment, direction, supervision, compensation and control of any and all persons employed or

retained by CONSULTANT. Neither CONSULTANT nor CONSULTANT's contractors, subcontractors, consultants, subconsultants, suppliers, experts or other persons or organizations retained or utilized by CONSULTANT for the services required hereunder ("Subconsultants") shall be considered by reason of the provisions of this Agreement or otherwise as being an employee or agent of TAMPA BAY WATER. CONSULTANT shall comply with all workers' compensation, employers' liability and other Federal, State and county and municipal laws, ordinances and regulations required of an employer performing services as herein contemplated. Provided, however, in no event shall TAMPA BAY WATER be obligated to pay CONSULTANT any overtime or other premium pay compensation unless such overtime or premium compensation was expressly approved in writing and in advance by TAMPA BAY WATER. Furthermore, CONSULTANT is responsible for paying all income and employment taxes, and TAMPA BAY WATER shall not be responsible for collecting and/or paying withholding, FUTA, FICA or any other state or federal taxes.

**21.24 TO THE EXTENT PERMITTED BY APPLICABLE LAW, CONSULTANT AND TAMPA BAY WATER HEREBY ACKNOWLEDGE AND AGREE THAT ANY AND ALL CLAIMS ARISING OUT OF, CONNECTED WITH, OR RELATING TO THIS AGREEMENT OR THE RELATIONSHIP CREATED HEREBY ARE MATTERS WHICH, IF ADJUDICATED, SHOULD BE ADJUDICATED BY A COURT WITHOUT A JURY. THEREFORE, THE PARTIES HEREBY WAIVE A TRIAL BY A JURY. NEITHER TAMPA BAY WATER NOR CONSULTANT OR ANY SUCCESSOR THEREOF SHALL SEEK A TRIAL BY JURY IN ANY ACTION OR PROCEEDING (WHETHER AT LAW OR IN EQUITY, WHETHER DIRECT OR COLLATERAL, WHETHER IN CONTRACT OR IN TORT) ARISING OUT OF OR RELATED TO THIS AGREEMENT OR THE RELATIONSHIP CREATED HEREBY. NEITHER TAMPA BAY WATER NOR CONSULTANT SHALL SEEK TO CONSOLIDATE ANY ACTION OR PROCEEDING IN WHICH TRIAL BY JURY HAS BEEN WAIVED WITH ANY OTHER ACTION OR PROCEEDING IN WHICH A JURY TRIAL CANNOT BE OR HAS NOT BEEN WAIVED. THE PROVISIONS OF THIS PARAGRAPH CANNOT BE AND HAVE NOT BEEN WAIVED. THE PROVISIONS OF THIS PARAGRAPH HAVE BEEN FULLY DISCUSSED BY THE PARTIES AND THEIR RESPECTIVE ATTORNEYS AND THE PROVISIONS HEREOF SHALL BE SUBJECT TO NO EXCEPTIONS. TAMPA BAY WATER AND CONSULTANT ACKNOWLEDGE AND AGREE THAT NO ONE, INCLUDING, WITHOUT LIMITATION, TAMPA BAY WATER'S AGENTS OR CONSULTANTS, HAS REPRESENTED THAT THE PROVISIONS OF THIS PARAGRAPH OR OF ANY OTHER PARAGRAPH OF THIS AGREEMENT WILL NOT BE FULLY ENFORCED.**

21.25 CONSULTANT certifies that it is in compliance with Section 287.135, Florida Statutes, which provides that a company that has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List is ineligible and may not submit a bid, proposal, or enter into or renew a contract with an agency for goods or services of \$1 million or more. If the company enters into this Agreement and is found to have submitted a false certification under Subsection 287.135(5), or been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Section List, or been engaged in business operations in Cuba or Syria, this Agreement may be terminated at the option of Tampa Bay Water.

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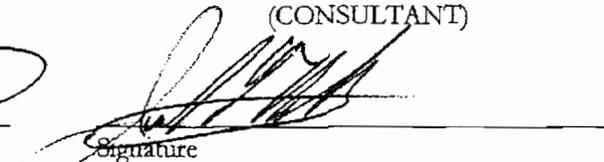
IN WITNESS WHEREOF, the parties hereto have caused these presents to be executed by their duly qualified representatives on the dates set forth below.

WITNESSES:

Electronic Data, Inc.

(CONSULTANT)

  
Signature  
JAMES P. FLYNN  
Print Name

  
Signature  
President  
Title

  
Signature

4-10-14  
Date

Cynthia M. Mannina  
Print Name

(SEAL)

ATTEST:

TAMPA BAY WATER, A Regional Water  
Supply Authority

  
Secretary

By: Susan Fatvala

Its: Chair

Date: 4-21-14

(SEAL)

APPROVED AS TO FORM:

  
General Counsel

[Version July 2013]

**INDEX OF SCHEDULES**

Schedule "A" - Scope of Services

Schedule "B" - Compensation

Schedule "C" - Tampa Bay Water Administrative Policy 650-15

Schedule "D" - Project Scheduling

Schedule "E" - Certificate of Insurance Form

**SCHEDULE "A"**  
**SCOPE OF SERVICES**

## Scope of Work

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The following Scope of Work (SOW) documents major tasks and deliverables contained within the project plan (organized by phase and milestone). In addition to the task description, the expected effort, along with start/stop dates for each milestone is included.

### Initiate Phase

#### Initiate Phase Complete

**Effort: 83 hours (Estimated 54 Hours Onsite)**

**Estimated Timeline: 5/5/14 – 5/19/14**

The major tasks are:

- Project kickoff preparation
- Conduct the project kickoff
- Onboard the EDI team members
- Setup remote access
- Security/Badging
- Arrange any onsite workspace
- Finalize and submit Project Plan
- Resources: PM, Functional Lead, Technical Lead
- Deliverables: Project kickoff meeting agenda and minutes; Draft and Final Project Plan

#### Maximo Awareness Training Complete

**Effort: 32 hours (Estimated 24 Hours Onsite)**

**Estimated Timeline: 5/5/14 – 5/12/14**

The major tasks are:

- 8 hours of preparation time
- 24 hours (3 days) of instructor-led training
  - Students will watch and listen to the trainer instead of attempting to follow along in front of a machine and perform exercises.
  - Pertinent modules to the implementation will be covered. Please note that while the functionality and features of some of the Maximo bolt-ons, like Maximo Spatial will be included, the trainer will not be accessing or showing a live integration to any external systems. The trainer will rely on alternate materials/screenshots in place of live demonstration in these cases.



- Deliverables: Conduct Awareness Training; Electronic Copies of Training Presentation and Materials

## **Define Phase**

### **Functional Design Complete**

**Effort: 276 hours (Estimated 125 Hours Onsite)**

**Estimated Timeline: 5/12/14 – 6/9/14**

The major tasks are:

- Execution of 6 one-day topic-based Workshops, including:
  - Workshop #1 – Organization, Site and GL accounting structure, Asset/Location/Failure Hierarchy structure and processes
  - Workshop #2 – Work Management Processes (including Work Requests, Planning, Scheduling, Execution, and Closeout processes), Permit to Work and Operator Log Book
  - Workshop #3 – Maintenance Planning processes (Preventive Maintenance and Job Plans)
  - Workshop #4 – People, Labor, Qualifications, Security, Groups
  - Workshop #5 – Custom Report Specifications, Reporting Environment (Start Center design, KPI's and Reports)
  - Workshop #6 – Technical Workshop for Integration to MUNIS, GIS\*, Enterprise DB, SCADA, HP Trim\*

(\*see Additional Assumptions section)

- Documentation and client review for each of the workshop session notes
- A single functional requirements document, compiled from the workshop session notes
- A Data Migration Plan, outlining the plan for capturing and migrating data to and from environments throughout the life of the project
- An updated Project Plan, including a plan for the Development Iterations
- Assistance with the Hardware and Architecture Design. The assistance will be provided by an EDI technical resource
- Each workshop will have 2 resources present. One to facilitate, and one to document the workshop discussion and decisions
- Deliverables: Workshop Output Documents for each session; Draft and Final Functional Requirements Document; Data Migration Plan; Updated Project Plan



#### **Integration Strategy Complete**

**Effort: 52 hours (Estimated 24 Hours Onsite)**

**Estimated Timeline: 5/27/14 – 6/4/14**

The major tasks are:

- An Integration Strategy meeting with Tampa Bay Water to review Hardware and Infrastructure
- Documentation of the Integration Strategy
- Deliverables: Integration Strategy Meeting Agenda and Minutes; Final Integration Strategy Document

#### **Configuration Management Plan Complete**

**Effort: 36 hours (Estimated 6 Hours Onsite)**

**Estimated Timeline: 6/4/14 – 6/9/14**

The major tasks are:

- Meeting to discuss and agree on environments, deployment strategies, and configuration management plans
- A document that summarizes the discussion and decisions in the plan
- Deliverable: Draft and Final Configuration Management Plan

## **Develop Phase**

#### **Technical Designs Complete**

**Effort: 164 hours (Estimated 76 Onsite Hours)**

**Estimated Timeline: 6/5/14 – 7/1/14**

The major tasks are:

- Hardware and Infrastructure Setup
- Build the Development Environment per the Configuration Management Plan – EDI technical resource will install the product in a development environment.
- Conduct Development Packet Prioritization/Scheduling Session
  - Adjust Initial Iteration Schedule as Required
  - Produce Prioritized Iteration Work List
- Produce Technical Designs – Technical designs are limited to complex configurations and integrations only.
- Technical Design Review and Feedback Loop



- Resources involved: PM, Functional, and Technical resources, Tampa Bay Water Technical resources for Hardware and Infrastructure setup and support while software installation occurs.
- Deliverables: Completed Development Environment; Prioritization/Scheduling Meeting Agenda and Minutes; Draft and Final Technical Designs

**Development Iterations (3 Iterations, planned resource: 3 developers)**

**Effort: 1450 hours (Estimated 553 Hours Onsite)**

**Estimated Timeline: 7/1/14 – 9/16/14**

For each iteration, the major tasks are:

- Conduct Iteration Kickoff & Scope Review
- Iteration Development
  - Iteration #1, 598 hours – Maximo System Configuration\*
  - Iteration #2, 426 hours – Integrations
  - Iteration #3, 426 hours – Integrations

(\*see Additional Assumptions section for detail)

- Mid-Iteration Walk Through / Check Point
- Develop Test Scripts
- End of Iteration Walk Through
- Produce Iteration Summary Report
- Feed Iteration Issues/Findings to Work List
- Resources: 3 developers, functional lead
- Deliverables: Mid and End of Iteration Walk Through Meetings for each Iteration; Iteration Summary Reports for each Iteration; Compiled Worklist; Configured Maximo Implementation; Configured Integrations between Maximo and other Systems

**Report Development Complete**

**Effort: 144 hours (Estimated 138 Hours Onsite)**

**Estimated Timeline: 7/1/14 – 9/16/14**

For each report, the major tasks are:

- EDI reviews the report specification template with Tampa Bay Water (carry-over from Workshop #5)
- Tampa Bay Water completes initial draft of report specifications for each report.
- Tampa Bay Water and EDI conduct a meeting to confirm content and complete report specifications for each report (a total of 5)



- EDI builds and deploys the report per the specification (120 hours). This activity will be conducted on-site at Tampa Bay Water to allow for efficient review/confirmation of report completion and facilitate knowledge transfer. (Please note that no specific commitment to train Tampa Bay Water employees on report writing is being made as part of this activity, but EDI will be accessible during this activity to show how they are developing the reports as long as deadlines are not being put in jeopardy.)
- Requested Changes to reports are considered enhancements and will be prioritized with other development activities per the work list prioritization process.
- Deliverables: Report Specifications Confirmation Meeting Agenda and Minutes; 5 Custom Reports

#### **Development Data Migration Complete**

**Effort: 166 hours (Estimated 48 Hours Onsite)**

**Estimated Timeline: 5/5/14 – 7/30/14**

Data gathering and loading into the Development (DEV) environment is a 4 step process. Those steps are:

- 1 - Tampa Bay Water and CH2M HILL will collect data and log data into a SQL database. As a result of the workshops, EDI will assist in defining which attributes need to be collected for various types of objects.
- 2 - EDI will provide templates to Tampa Bay Water that will match what is necessary for data loading into Maximo. The templates are limited to the data objects that are being loaded.
- 3 - EDI will train Tampa Bay Water on how to populate the templates based upon the data being collected.
- 4 - EDI will take the data provided in the templates and load the data into Maximo. There will be no transformations of any provided data.
- EDI will perform no more than 3 distinct data loads of the completed templates:
  - One data load into Development
  - One data load into Test (for User Acceptance Test activities)
  - One data load into Production (for Go-Live)
  - Unless critical system functionality is impacted, there will not be incremental data loads of any data object in between the major data loads listed above
- The list of objects that will be data loaded into the system are:
  - People, Labor and Security Groups
  - Assets, Locations and Classifications
  - Preventive Maintenance, Job Plans and Condition Monitoring
  - Vendors, Manufacturers (from MUNIS)
  - Regulatory Permits and Permit Condition Requirements (into HSE module)
- The list of objects that will not be data loaded into the system are:



- Inventory and Items
- Purchase Requisitions, Purchase Orders and Invoices
- Historical Work Orders
- Deliverables: Excel templates to Gather Data; Template Use Training; Completion of Data Migration into Development, Test and Production

#### **Training Materials**

**Effort: 200 hours (Estimated 50 Hours Onsite)**

**Estimated Timeline: 8/12/14 – 9/16/14**

- EDI will build role-based Training Material for this implementation.
- The exact number of roles and use cases per role will be defined in the Define Phase of the implementation.
- For estimation purposes, EDI will create 6 role (operator, mechanic, planner, supervisor, regulatory, & administrator) based training manuals and 1 basic navigation training manual:
  - Operator – Focused on Operators Logs, Work Requesting, Work Execution
  - Mechanic – Focused on Work Execution
  - Planner – Focused on Work Order Creation, Work Order Planning, Work Order Scheduling, and Permit to Work
  - Supervisor – Focused on Work Order Creation, Work Order Planning, Work Order Scheduling, Preventive Maintenance Creation/Update, and Job Plan Creation/Update
  - Regulatory – Focused on Permit to Work and Managing Personnel Qualifications
  - Administrator – Focused on common system administration activities including basic configuration, workflow, security, report administration, and the integration framework.
  - Basic Navigation, Querying, and Reports – For all roles, focused on navigating the system, finding/updating records, and running reports.
- The overall scope of the training manual creation will be limited to 21 distinct Use Cases across all manuals (with the System Administration and Basic Navigation manuals excepted.) A Use Case is defined as a finite business process with a beginning and end. An example would be “Create New Job Plan” or “Create a new location”. Work Order creation, planning, execution, and closeout would be viewed as 4 distinct Use Cases.
- Each training manual will include a description of the overall Role, the areas of the system that role will interact with, and a step-by-step procedure for each of the Use Cases defined for the role. The training manuals will include screenshots.
- For each Training Manual, the major tasks are:
  - EDI will recommend a list of the Use Cases to include in the Training Manual, based upon the outcome of the Define Phase. Tampa Bay Water will review and agree to the Use Cases.
  - EDI will build the Training Manual and turn it over to Tampa Bay Water for review.
  - Tampa Bay Water will review the Manual for correctness and clarity.



- Additional content will be Tampa Bay Water's responsibility.
- Deliverables: 6 Role-Based Customized Training Manuals, 1 Basic Navigation and Querying Training Manual

## **Validate Phase**

### **Install Testing Environment Complete**

**Effort: 88 hours (Estimated 64 Hours Onsite)**

**Estimated Timeline: 9/16/14 – 10/1/14**

The major tasks are:

- Installation and the initial configuration of software from the DEV environment into the TEST environment
- Testing of the Data loaded into the system for issues
- Dry run by EDI of User Acceptance Test (UAT) scripts to confirm installation of packages and configurations
- Deliverables: Test Scripts; User Acceptance Test Strategy; Initial Configuration in Test Environment

### **User Acceptance Testing Complete**

**Effort: 232 hours (Estimated 128 Hours Onsite)**

**Estimated Timeline: 10/1/14 – 10/31/14**

The major tasks are:

- Execution of User Acceptance Testing Cycle 1
  - Identify and Train Tampa Bay Water staff on testing process
  - Testing ensures pass/fail of steps outlined in Test Scripts
- ◆ Resolve all Cycle 1 discrepancies in the DEV environment to be verified and deployed to the TEST environment
- Execution of User Acceptance Testing Cycle 2
- Produce UAT documentation
  - Issue fix verification
  - Summary report
- Deliverables: Completed User Acceptance Test; User Acceptance Test Summary Report

EDI is responsible for ensuring that all configurations and fixes have been tested prior to deployment to the Tampa Bay Water environments. Tampa Bay Water is responsible for testing and accepting all configurations and all fixes that have been installed into the Tampa Bay Water environment. Upon



completion of this cycle, the User Acceptance Cycle (and therefore, development) will be considered complete.

## Deploy Phase

### Training Complete

**Effort: 156 hours (Estimated 156 Hours Onsite)**

**Estimated Timeline: 10/31/14 – 11/14/14**

The major tasks are:

- Deliver Role Based Training – Training to be accomplished over a 2 week period immediately prior to go-live. Estimates call for:
  - 8 Total days of role-based sessions for power users and end users. The breakout of these sessions are to be determined after specific roles and training manuals are defined.
  - One 2-day system administration session
  - The remainder will be for open-house style training where a trainer is available across shifts to cover any number of topics.
- An estimated 156 hours will be expended for this task.
- Deliverable: End-user Training; System Administration Training

### Go-Live

**Effort: 152 hours (Estimated 146 Hours Onsite)**

**Estimated Timeline: 10/31/14 – 11/14/14**

The major tasks are:

- Build the Production Environment – This task will require a combination of Tampa Bay Water and EDI resources to accomplish.
  - Production Maximo System Installation
  - Tampa Bay Water workflows, configurations and integrations installed
- Develop Go-Live Execution Plan. Joint effort for the entire project team.
- Execute Go-Live Execution Plan
  - Perform Production Data Load
  - Perform Additional Startup Activities per Go-Live Execution Plan
- Go Live – Targeted for 11/14/14. This date subject to change. This is the date Tampa Bay Water staff will be able to log on and begin using Maximo.



- Deliverables: Go-live Execution Plan; Completed Production Environment; Completed Production Data Load

## **Operate Phase**

### **Bubble Support**

**Effort: 80 hours (Estimated 80 Hours Onsite)**

**Estimated Timeline: 11/14/14 – 11/28/14**

The major tasks are:

- To deliver on-site support in the immediate weeks after deploying the system.
- EDI will supply one resource for 2 weeks to cover all Tampa Bay Water locations and shifts.
- Bubble Support effort is limited to helping users and fixing issues related to what was delivered as part of the project implementation. New development will not be started as part of Bubble Support. System fixes to the system may be developed and deployed during this phase to accomplish previously agreed upon functionality where "system fix" is defined as something that is not working as designed or intended per the requirements and user acceptance testing.
- Deliverable: Project Bubble Support

### **Project Closeout**

**Effort: 16 hours (Estimated 16 Hours Onsite)**

**Estimated Timeline: 11/28/14**

The major tasks are:

- To meet with Tampa Bay Water at the close of the project. Final acceptance and sign-off of the system will be completed at the end of the Bubble Support period. Training manuals and other relevant documents will be updated to the final "as-built" condition prior to Tampa Bay Water final acceptance and payment of the final invoice.



## Additional Assumptions

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The following assumptions are associated with this Statement of Work.

### Maximo Configuration

1. Core Maximo configuration will be limited to the following modules:
  - a. Administration Module – All components
  - b. Assets Module – All components
  - c. Planning Module – All components
  - d. Preventive Maintenance Module – All components
  - e. Self Service Module – Service Requests only
  - f. Work Order Module – All components
  - g. Purchasing Module – Companies only
  - h. Contracts Module – Warranty Contracts (for Asset Warranties) only
  - i. Financial Module – All components
  - j. IT Infrastructure Module – Implementation not required
  - k. Integration Module – All components
  - l. Security Module – All components
  - m. System Configuration – All components
  - n. Inventory Module – Implementation not required
  - o. Change Module – Implementation not required
  - p. Release Module – Implementation not required
  - q. Service Desk Module – Service Requests only
2. Add-on Maximo solutions implementation/configuration will be limited to the following:
  - a. Maximo Add-on Everyplace – Solution installed. Sets of mobile screens configured for Work Order Tracking and Assets on one mobile platform only.
  - b. Maximo Add-on Scheduler – Solution installed. All components configured.
  - c. Maximo Add-on Spatial – Solution installed. All components configured.
  - d. Maximo Add-on HSE – Solution installed. Implement/configure Operator Logbook, Qualifications, Permit Types and Permit to Work applications only.

### Custom Reports (Maximum of 5)

1. Tampa Bay Water will work with EDI to develop and provide a detailed specification for each report along with a sample (or desired layout). The detailed specification will include a map that connects each report field to a Maximo field. Any calculations will be documented in the specification. If a query already exists, that will be provided.

### Integrations

1. Integrations included in the configuration scope:



- a. MUNIS – Integration scope is limited to the following: Maximo will send a transaction to MUNIS when a Work Order is created in Maximo. MUNIS will send a cost transaction (labor and material only) to Maximo. Maximo will send a transaction to MUNIS when the Work Order is closed (to stop additional charges from accruing). Vendor list one-way synchronization from MUNIS.
- b. GIS (Spatial) – Integration scope is limited to surfacing Work Orders, Assets and Locations on maps in GIS. EDI will work with Tampa Bay Water to develop a strategy for a future integration effort to migrate the GIS linear asset segment information (pipelines) into the Maximo asset registry. This will be discussed during the Integrations workshop and will be a component of the Integration Strategy document. The actual integration of the pipeline information will not be part of this scope.
- c. SCADA – Integration scope is limited to populating Meter Readings in Maximo for assets or locations that will have a Preventive Maintenance or Condition Monitoring record tied to that Asset / Location / Meter combination.
- d. HP Trim – EDI will work with Tampa Bay Water to develop a strategy for a future integration effort to complete links to relevant plan/specification/O&M manual documents into Job Plans. The strategy and methodology for completing the links will be documented for each of the identified links. This will be discussed during the Integrations workshop and will be a component of the Integration Strategy document. Actual development of any portion of this integration will not be part of this scope.

### **Data Collection and Migration**

EDI will work with Tampa Bay Water to migrate and load data into Maximo for this project. Below are the assumptions for Data Collection and Migration:

- Tampa Bay Water and CH2M HILL will collect data and log data into a SQL database. As a result of the workshops, EDI will assist in defining which attributes need to be collected for various types of objects.
- EDI will provide templates to Tampa Bay Water that will match what is necessary for data loading into Maximo.
- EDI will train Tampa Bay Water on how to populate the templates based upon the data being collected.
- EDI will take the data provided in the templates and load the data into Maximo. There will be no technical transformations of any provided data.
- EDI will perform no more than 3 distinct data loads:
  - One data load into Development
  - One data load into Test (for UAT activities)
  - One data load into Production (for Go-Live)



- Unless critical system functionality is impacted, there will not be incremental data loads in between the major data loads listed above
- The list of objects that will be data loaded into the system are:
  - People, Labor and Security Groups
  - Assets, Locations and Classifications
  - Preventive Maintenance, Job Plans and Condition Monitoring
  - Vendors, Manufacturers
  - Regulatory Permits
- Objects that will not be data loaded into the system are:
  - Inventory and Items
  - Purchase Requisitions, Purchase Orders and Invoices
  - Historical Work Orders

#### **Requirements Review**

Tampa Bay Water has contracted CH2M HILL to conduct business process reengineering and to produce and document these business requirements. At the conclusion of that effort, EDI shall review these requirements for fit and completeness against out of the box Maximo 7.5 functionality and the specific requirements outlined in this Scope of Work and shall identify, document, and communicate any gaps to Tampa Bay Water. Both EDI and Tampa Bay Water shall review these gaps. If the gaps differ significantly from the Scope of Work, a Change Order may be negotiated if warranted.

## SCHEDULE "B"

### COMPENSATION

#### 1.0 Compensation for Services

TAMPA BAY WATER shall pay CONSULTANT and CONSULTANT agrees to accept as full compensation for the Services the compensation as provided in Table B-1, which is attached hereto and made a part hereof. Payment will be computed in accordance with one of the following methods set forth in Administrative Policy 650-15, Schedule "C" hereof: Raw Labor Rate with Multiplier; Hourly Rate-All Inclusive; or Fixed Fee.

#### 2.0 Contract Limit

The limit of this Agreement shall not exceed the amount shown in Table B-1 without approval from TAMPA BAY WATER in the form of a written amendment to this Agreement.

#### 3.0 Compensation for Additional Services

Compensation to the CONSULTANT for performance of Additional Services pursuant to Article 11.0 of this Agreement, as well as the specific services to be performed and time of completion, shall be determined in a written amendment to this Agreement in advance of performance of said Additional Services, unless TAMPA BAY WATER authorizes in writing compensation for said Additional Services from TAMPA BAY WATER's Allowance. Non-scope services must be identified by the CONSULTANT prior to their performance. Failure to notify TAMPA BAY WATER in writing of non-scope services as required above shall be deemed a waiver of any claim by CONSULTANT that such services were non-scope services.

#### 4.0 Time of Payment

CONSULTANT shall submit invoices to TAMPA BAY WATER by the 20th day of the month for all Services accomplished the previous calendar month, including property closings and properties recommended for eminent domain acquisition. If TAMPA BAY WATER fails to make any payment due CONSULTANT for services and expenses within sixty (60) days after receipt of CONSULTANT's invoice, CONSULTANT may, after giving seven (7) days written notice to TAMPA BAY WATER, suspend services under this Agreement until it has been paid in full all amounts due CONSULTANT hereunder.

Monthly invoices shall include separately listed charges for all portions of the Services for which compensation applies, including fees for Subconsultants and reimbursable expenses and costs.

#### 5.0 TAMPA BAY WATER's Allowance

TAMPA BAY WATER's Allowance is for TAMPA BAY WATER's use, in the sole discretion of TAMPA BAY WATER, for the payment for Additional Services beyond the scope of the original Services and for whatever other purpose TAMPA BAY WATER deems to be in its best interest.

#### 6.0 Late Payments

If TAMPA BAY WATER fails to make payment to CONSULTANT within the time period set forth herein, any such late payment shall accrue interest at the rate authorized by Law applicable to governmental entities at the time.

Table B-1



## Cost and Fees

The table below shows the list of tasks, a number of hours per task and the types of resource(s) necessary to perform the work.

Milestone	Hours	Resource Type(s)	Cost
Initiate Phase Complete	83	PM, Consultant, Senior Systems Developer	\$12,450.00
Maximo Awareness Training Complete	32	PM, Consultant, Senior Systems Developer, Trainer	\$4,800.00
Functional Design Complete	276	PM, Consultant, Senior Systems Developer	\$41,400.00
Integration Strategy Complete	52	PM, Consultant, Senior Systems Developer	\$7,800.00
Configuration Management Plan Complete	36	PM, Senior Systems Developer	\$5,400.00
Technical Designs Complete	164	PM, Consultant, Senior Systems Developer	\$24,600.00
Development Iteration 1 Complete	598	PM, Consultant, Senior Systems Developer, Software Quality Analyst	\$89,700.00
Development Iteration 2 Complete	426	PM, Consultant, Senior Systems Developer, Software Quality Analyst	\$63,900.00
Development Iteration 3 Complete	426	PM, Consultant, Senior Systems Developer, Software Quality Analyst	\$63,900.00
Report Development Complete	144	PM, Senior Systems Developer	\$21,600.00
Training Materials Complete	200	Trainer	\$30,000.00
Development Data Migration Complete	166	PM, Senior Systems Developer, Data Analyst	\$24,900.00
Install Testing Environment Complete	88	PM, Senior Systems Developer, Data Analyst	\$13,200.00
User Acceptance Testing Complete	232	PM, Consultant, Senior Systems Developer	\$34,800.00
Training Complete	156	PM, Consultant, Senior Systems Developer, Trainer	\$23,400.00
Go Live	152	PM, Consultant, Senior Systems Developer	\$22,800.00
Bubble Support	80	PM, Consultant, Senior Systems Developer	\$12,000.00
Execute Project Closeout Process	16	PM, Consultant, Senior Systems Developer	\$2,400.00
Owner's Allowance		PM, Consultant, Senior Systems Developer, Trainer	\$50,000.00
<b>Grand Total Hours</b>	<b>3,327</b>		<b>Grand Total Cost</b>
			<b>\$549,050.00</b>

\*This item is dependent upon Tampa Bay Water identifying additional work that is out of scope and agreeing to an estimated cost of effort.

For this implementation, per Tampa Bay Water Administrative Policy #650-15, EDI will offer the "Hourly Rate – all inclusive method" of \$150.00/hour. Billing will be on a Time and Materials Basis with appropriate backup provided as required by the Policy. Task compensation values may be adjusted with written authorization of Tampa Bay Water.

**SCHEDULE "C"**

**TAMPA BAY WATER  
ADMINISTRATIVE POLICY 650-15**

# Tampa Bay Water

## ADMINISTRATIVE POLICY AND PROCEDURE DIRECTIVE 650-15

April 1, 2006

*Financial Management*

### Policy to Standardize Consultant Fees Charged to Tampa Bay Water

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OPR: FAM (Ms. Jane Kemerer)

Certified by: FA (Ms. Koni Cassini)

Supersedes: APPD 62-32, September 1, 2004

Pages: 7

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#### I. PURPOSE:

This policy establishes a standardized method for setting fees proposed and/or charged to Tampa Bay Water by consultants and other third parties providing personal/professional services to Tampa Bay Water. These procedures are intended to provide a simplified, efficient mechanism for administering fee structures that will be comparable among entities providing the same or like services.

#### II. SCOPE:

This policy is applicable to the services of consultants hired directly by Tampa Bay Water and to the services of sub-consultants who perform work for Tampa Bay Water which are charged through to Tampa Bay Water under another consultant's billing. This policy shall be utilized in the process of requesting proposals for services and in the actual billing of services to Tampa Bay Water by the consultants. Personal/professional services include, but are not limited to, companies and individuals providing the following services: engineering; surveying; architectural; auditing; accounting; computer programming and software design; public relations and design; environmental and hydrologic data collection; monitoring and analysis; construction management; land agent services; water supply sampling and testing; records management services; and other as-needed professional or personal services. This Policy does not apply to construction contractors, legal services, or to the purchase of goods and products or the provision of services relative to the maintenance and repair of those goods or products.

This policy applies to Proposals and Bid requests issued after the effective date of the policy and the resulting contracts/services. It does not apply to contracts existing on or prior to the effective date.

### III. POLICY:

- A) All individuals or companies providing personal/professional services to Tampa Bay Water shall be required to utilize one of the three methods described below to determine their hourly rate(s) or total fees when proposing and billing fees for services.
- B) The specific method to be used must be established by the project manager, with Director approval, at the time Requests for Proposals/Qualifications (RFP) or Bid requests are issued. A single RFP or Bid shall not utilize both the Raw Labor Rate and the Hourly Rate method. However, contracts for both specified tasks and as-needed services may utilize a rate method and a Fixed Fee method when determined by the project manager to be necessary. Requests for Proposals/Qualifications or Bid requests must state the standard fee method required for the services being proposed. Each contract prepared must also contain a fee schedule based on the required method. Furthermore, all contracts issued as a result of a single RFP or Bid must utilize the method specified in the RFP or Bid. Staff is also encouraged to use the same standard fee method for all services of a particular type. (For example, all engineering services would use the same standard fee method, regardless of the specific nature of the tasks or the department requesting the services.)
- C) Regardless of which of the following three methods is used, the final Rate or Fixed Fee must reflect the final total rate or fee to be billed to Tampa Bay Water **inclusive of all direct, indirect and overhead costs and profit component**. No additional cost recovery or profit will be allowed in addition to the established Rate or Fixed Fee except as described under "Sub-consultant/Outside Services" and "Out-of-State Travel".

#### 1. **Raw Labor Rate with Multiplier method:**

For purposes of this policy, the Raw Labor Rate is defined as the gross wage rate per hour earned by or paid to one or more classes of employee of the consultant, without regard to or inclusion of employee benefits, administrative costs or any other costs of the consultant. The permitted billing method is the Raw Labor Rate X (times) a multiplier which shall not exceed 3.33 (multiplier includes all employee benefits, labor overhead, general and administrative overhead, direct charges and profit).

- a) The multiplier to be used for a specific contract or group of contracts shall be established by Tampa Bay Water and stated in the Request for Proposals/Qualifications or Bid request that is published by Tampa Bay Water. Such multiplier will be established by Tampa Bay Water based on

industry trends, vendor history or such other market indicators as may be available, but in no case shall it exceed the maximum multiplier of 3.33.

- b) By revision of this policy, Tampa Bay Water may, but has no obligation to, change its maximum allowable multiplier based on the Consumer Price Index, industry trends or such other market indicators as are determined to be appropriate. Such change shall be made no more frequently than semi-annually and will be effective only for Requests for Proposals/Qualifications/Bids published and contracts executed or amended after the effective date of the policy revision.

**2. Hourly Rate – all inclusive method:**

Total hourly rate all inclusive of labor, employee benefits, labor overhead, general and administrative overhead, direct charges and profit.

**3. Fixed Fee method:**

In those instances where Tampa Bay Water is contracting for a fixed, specified task or tasks and the department director determines it to be in the best interest of Tampa Bay Water, the Request for Proposals/Qualifications/Bids may specify that the vendor shall propose a single all-inclusive Fee for the defined task(s). The Request for Proposals/Qualifications/Bids must state the task(s) to be performed to which the all-inclusive fee applies and must state that no other fees, direct charges or other charges will be paid by Tampa Bay Water to the vendor relative to the defined tasks.

- D) Fee Schedules submitted by consultants and other third parties under methods C)1. and C)2. shall be itemized by labor position or function as appropriate for the particular contract.
- E) All invoices submitted to Tampa Bay Water for payment for contracts awarded under methods C)1. and C)2. shall show, at a minimum, number of hours worked, dates worked, rate, name and position of personnel performing the work and amount due for the services. Invoices submitted under method C)3. shall show, at a minimum, the dates of service, description of service and amount due for the service. Project Managers may specify inclusion of additional information when needed.
- F) **Sub-consultant/Outside Services:**  
Sub-consultant or Outside Services in excess of \$300 may be submitted to Tampa Bay Water by the lead consultant for reimbursement at actual cost plus an administrative markup not to exceed 5%. Copies of the Sub-consultant/Outside service invoice approved by the consultant must accompany the consultant invoice submitted to Tampa Bay Water. If the executed contract requires that a consultant pay a sub-consultant prior to requesting reimbursement for those costs, the sub-consultant invoice submitted must include the date paid by the consultant. The Sub-consultant/Outside Services invoice shall also adhere to the fee and cost standards

established by this policy. Reimbursement shall not be made for services or costs that do not comply with this policy or which do not have proper documentation including, but not limited to, invoices, time sheets, travel reports, paid receipts and so forth. Sub-consultant/Outside services include, but are not limited to, services such as rental of highly-specialized equipment which is not used routinely by the consultant, bulk printing of reports, bulk mailings, photography, placement of advertisements and laboratory fees. It does not include rental of vehicles, computers, purchase of software, travel or other expenses which are considered to be direct costs or general and administrative overhead and should be included in the established Rate or Fixed Fee. Reimbursement of lesser amounts or other exceptions is discouraged and requires written project manager approval prior to incurring the cost. The written approval must be itemized for each activity and occurrence. A copy of this prior written approval must be submitted to the Finance Department with the invoice requesting reimbursement.

**G) Direct Charges:**

Direct Charges, as referred to in C), are to be included in the established Rate or Fixed Fee and shall not be considered for additional reimbursement. These costs include, but are not limited to, the following:

- Computer time
- Use of any equipment owned by the consultant. (e.g. vehicles, monitoring equipment, cameras, etc.)
- In-house printing
- Research materials
- Telecommunications (e.g. phones, long distance, facsimiles, networking)
- Postage (including overnight, regular mail and courier services)
- Tolls
- Parking
- Gas
- Vehicle Mileage
- Meals (including business meetings)
- In-State Travel (including, but not limited to, airfare, car rental, hotel and taxi.

**H) Out-of-State Travel:**

For purposes of this policy, Out-of-State Travel is defined as travel between the State of Florida and another point outside the State of Florida by a consultant/sub-consultant or their employee (traveler) which occurs in the performance of tasks authorized by Tampa Bay Water. When an RFP/Bid covers services that require Out-of-State Travel, a provision may be included in the fee arrangement to reimburse the consultant for the Out-of-State Travel subject to the following limitations:

a) Airfare/Mileage:

Tampa Bay Water will reimburse the actual cost of round-trip airfare between the Out-of-State Metropolitan Area where traveler's assigned

office or residence is located and the Tampa Metropolitan Area or between the Florida Metropolitan Area where traveler's assigned office or residence is located and the temporary Out-of-State work location for each task assigned. If an assigned task requires a stay greater than one week, Tampa Bay Water shall reimburse (1) one additional round-trip airfare between traveler's assigned office area/residence and temporary work location for each included weekend or (2) the actual cost of hotel/lodging for the included weekend(s). Tampa Bay Water reserves the right to specify on a task by task basis whether it will reimburse weekend airfare or lodging depending on the length of time of the tasks and the expected cost. The Tampa Bay Water Project Manager shall make this determination when tasks are assigned. All airfare must be Coach Fare or lower and the lowest available fares and advance booking shall be utilized to minimize cost whenever possible when selecting airlines and schedules. Tampa Bay Water reserves the right to deny reimbursement of airfares that are excessive due to the failure of the traveler to either advance book or to use the most cost effective airlines when they had sufficient notification from Tampa Bay Water to do so.

If a traveler travels by private vehicle rather than air, they will be reimbursed the lesser of (1) the actual vehicle mileage traveled at the mileage rate currently in effect for Tampa Bay Water travelers or (2) the airfare that would have been charged had they elected to fly as determined by Tampa Bay Water.

b) Hotel/Lodging:

For work assignments of one week or less, Tampa Bay Water shall reimburse the actual cost of hotel room or comparable accommodations for the period beginning with the night before the first day of service to Tampa Bay Water and ending on the night of the last day of service to Tampa Bay Water. Nights before and after this period including holiday nights and weekend nights will not be reimbursed unless the consultant is actually working for Tampa Bay Water on the holiday or week-end days. If an assigned task requires a stay greater than one week, Tampa Bay Water shall reimburse for (1) one additional round-trip airfare between traveler's assigned office area/residence and temporary work location for each included weekend or (2) the actual cost of hotel/lodging for the included weekend(s) as described in a) above. If the assignment is to last for an extended period of time beyond one month and the traveler obtains lodging on a monthly basis which is clearly less costly than other lodging alternatives, Tampa Bay Water shall reimburse that lodging cost as well as the cost of one round-trip airfare per month for the traveler to return to their home. Reimbursement of actual hotel/lodging costs shall be limited to 115% of the GSA published per diem rate for the specific city or Metropolitan area plus applicable taxes. (See <http://policyworks.gov/org/main/mt/homepage/mtt/perdiem/perd03d.html> or [www.gsa.gov](http://www.gsa.gov) "per diem rates".)

c) Shuttle/Taxi:

Tampa Bay Water will reimburse the cost of shuttle service/taxi from airport to hotel and between the hotel and temporary work location(s). Transportation to meal locations is included in the M&IE per diem and will not be reimbursed under this part. There will be no reimbursement for transportation from traveler's home or assigned office to airport, including the cost of airport parking.

d) Rental Car:

The cost of a rental car at the location of temporary assignment will be reimbursed when use of a vehicle is necessary or when it is the most cost-effective transportation available for commuting between hotel and work location(s). Reimbursement will be limited to economy or compact class of vehicles, except that another class may be used if the cost for the period of use is lower than or equal to the cost of the economy or compact class for the same period. Consultant must provide evidence of this cost savings. If another type of vehicle is required for the tasks assigned, this must be approved in writing by the project manager prior to reimbursement.

e) Meal and incidental expense (M&IE):

Meals will be reimbursed at the M&IE rate currently in effect as published by the General Services Administration (GSA) for overnight travel only. There will be no meal per diem for travel which does not include an overnight stay. A meal per diem will not be paid for weekends and holidays unless the traveler is actually working for Tampa Bay Water on those days and such hours of work are documented by an approved time sheet.

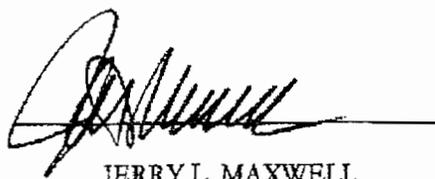
The M&IE allowance is established periodically by the GSA and varies by area of the country traveled to. Effective April 1, 2006 (for contracts resulting from requests for proposals or bids issued on or after that date) Tampa Bay Water will utilize the GSA rates in effect on that date, as approved by the Board of Directors. Subsequently, such rates will be adjusted to the GSA rates whenever the GSA publishes revised rates. The GSA normally changes its rates on October 1 of each year and may also make interim changes to the rate schedules. It shall be the responsibility of every traveler to check the current rates for their travel destination and dates of travel on the GSA website: [www.gsa.gov](http://www.gsa.gov). [Click on "e-tools", then on "Per Diem Rates".]

The full GSA M&IE rate will be paid for a full day (midnight to midnight) of travel. The traveler will be compensated at 75% of the full rate for the day of departure and the day of return. (E.g. if the full rate is \$39, the traveler will receive \$29.25 for the day of departure and \$29.25 for the day of return and \$39 for any intervening days.) If the cost of one or more meals is included in the registration fee for an activity, the per diem

payable to the traveler will be reduced for each meal so included based on the GSA's Meals and Incidental Expense Breakdown at [www.gsa.gov](http://www.gsa.gov).

The M&IE allowance includes the cost of meals and incidental expenses (tips at restaurants and hotels, tips for baggage handling and transportation between the business location and places where meals are taken). No further amounts shall be reimbursed for those items.

- f) Supporting Documentation:  
The following supporting documentation must be included with any request for reimbursement of Out-of-State Travel costs:
- (1) Tampa Bay Water Travel Reimbursement Form for Consultants, completed with dates and times of travel, days worked for Tampa Bay Water, detail of expenses incurred and business purpose.
  - (2) Copy of airline ticket and boarding pass as proof of travel.
  - (3) Copy of paid hotel/lodging bill.
  - (4) Copy of receipt for taxi/shuttle if greater than \$10.00 individually or \$25.00 in the aggregate.
  - (5) Copy of paid rental car invoice/agreement.
- g) Travel Costs not listed in a) through e) or not documented in accordance with f) shall not be reimbursed.
- h) Tampa Bay Water shall not reimburse the travel costs of any individual if the work assignment for that individual is expected to last longer than one year. (Such assignments are deemed indefinite in accordance with the Internal Revenue Service regulations and, as such, do not constitute deductible travel expenses to the traveler.)

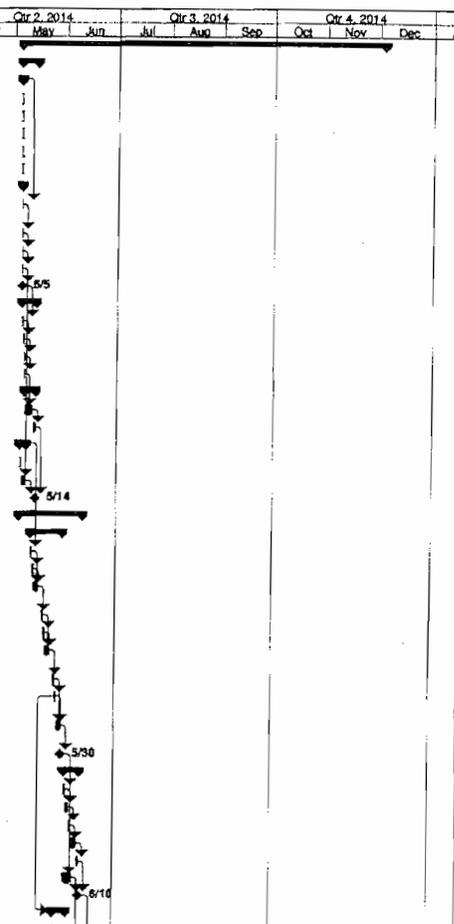


JERRY L. MAXWELL  
General Manager

**SCHEDULE "D"**  
**PROJECT SCHEDULING**

Tampa Bay Water Maximo 7.5 Implementation

ID	% Complete	Task Name	Start	Finish	Duration	Work	Qtr 2, 2014			Qtr 3, 2014			Qtr 4, 2014		
							Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
1	0%	Tampa Bay Water	Mon 5/5/14	Wed 12/3/14	192.13 days	3,327 hrs									
2	0%	Initiate	Mon 5/5/14	Wed 5/14/14	7.5 days	115 hrs									
3	0%	Project Logistics	Mon 5/5/14	Mon 5/5/14	0.13 days	24 hrs									
4	0%	Project Team Intro / On boarding	Mon 5/5/14	Mon 5/5/14	1 hr	4 hrs									
5	0%	Travel Logistics / Policies	Mon 5/5/14	Mon 5/5/14	1 hr	4 hrs									
6	0%	Work Spaces / Remote Access / Machines / Tools	Mon 5/5/14	Mon 5/5/14	1 hr	4 hrs									
7	0%	Team Startup	Mon 5/5/14	Mon 5/5/14	1 hr	4 hrs									
8	0%	Security/Badging	Mon 5/5/14	Mon 5/5/14	1 hr	8 hrs									
9	0%	Execute Project Kickoff	Mon 5/5/14	Mon 5/5/14	0.5 days	4 hrs									
10	0%	Present Iterative Project Methodology - Tasks, Roles, and Responsibilities	Mon 5/5/14	Mon 5/5/14	1 hr	1 hr									
11	0%	Confirm agreement on Project Methodology	Mon 5/5/14	Mon 5/5/14	1 hr	1 hr									
12	0%	Confirm Scope	Mon 5/5/14	Mon 5/5/14	1 hr	1 hr									
13	0%	Initial Risk Assessment / Set up Risk Matrix & Process	Mon 5/5/14	Mon 5/5/14	1 hr	1 hr									
14	0%	Project Kickoff Complete	Mon 5/5/14	Mon 5/5/14	0 hrs	0 hrs									
15	0%	Plan Design Stage	Mon 5/5/14	Wed 5/14/14	6.88 days	35 hrs									
16	0%	Detailed Scope Review from RFP and Assessment	Mon 5/5/14	Tue 5/6/14	1 day	8 hrs									
17	0%	High Level Data Review	Tue 5/6/14	Wed 5/7/14	4 hrs	4 hrs									
18	0%	Workshop Agendas and Schedule	Wed 5/7/14	Wed 5/7/14	2 hrs	2 hrs									
19	0%	Deliverable Format and Content Review	Wed 5/7/14	Wed 5/7/14	1 hr	1 hr									
20	0%	Baseline Project Plan	Wed 5/7/14	Wed 5/14/14	5 days	40 hrs									
21	0%	Finalize and Submit Project Plan	Wed 5/7/14	Mon 5/12/14	3 days	24 hrs									
22	0%	Feedback and Updates to Project Plan	Mon 5/12/14	Wed 5/14/14	2 days	16 hrs									
23	0%	Maximo Immersion Training	Mon 5/6/14	Thu 5/8/14	4 days	32 hrs									
24	0%	Prepare Maximo Immersion Training	Mon 5/5/14	Mon 5/5/14	1 day	8 hrs									
25	0%	Conduct Maximo Immersion Training	Tue 5/6/14	Thu 5/8/14	3 days	24 hrs									
26	0%	Initiate Phase Complete	Wed 5/14/14	Wed 5/14/14	0 days	0 hrs									
27	0%	Define	Mon 5/6/14	Wed 6/11/14	27.5 days	364 hrs									
28	0%	Conduct Requirements/PSD Workshops	Mon 5/12/14	Fri 5/30/14	15 days	168 hrs									
29	0%	Workshop #1 - Org / Site / Asset / Location	Mon 5/12/14	Mon 5/12/14	1 day	16 hrs									
30	0%	Workshop #2 - Work Mgmt, Operators Logs	Tue 5/13/14	Tue 5/13/14	1 day	16 hrs									
31	0%	Documentation for Workshops 1 and 2 (includes feedback loop)	Wed 5/14/14	Fri 5/16/14	3 days	24 hrs									
32	0%	Workshop #3 - Maint. Planning (PM/JP)	Mon 5/19/14	Mon 5/19/14	1 day	16 hrs									
33	0%	Workshop #4 - People / Labor / Security / Groups	Tue 5/20/14	Tue 5/20/14	1 day	16 hrs									
34	0%	Documentation for Workshops 3 and 4 (includes feedback loop)	Wed 5/21/14	Fri 5/23/14	3 days	24 hrs									
35	0%	Workshop #5 - 10 Reports, Reporting Environment	Mon 5/26/14	Mon 5/26/14	1 day	16 hrs									
36	0%	Workshop #6 - Technical Workshop for Integration to Munis, GIS, HP, Enterprise DB, Soda	Tue 6/2/14	Tue 5/27/14	1 day	16 hrs									
37	0%	Documentation for Workshop 5 and 6 (includes feedback loop)	Wed 5/28/14	Fri 5/30/14	3 days	24 hrs									
38	0%	Workshops Complete	Fri 5/30/14	Fri 5/30/14	0 days	0 hrs									
39	0%	Produce Design Requirements	Mon 6/2/14	Tue 6/10/14	7 days	100 hrs									
40	0%	Complete Workshop Outputs & Interactive Review	Mon 6/2/14	Mon 6/2/14	1 day	20 hrs									
41	0%	Complete Functional Design Document(s)	Tue 6/3/14	Wed 6/4/14	2 days	32 hrs									
42	0%	Final Design Walkthrough	Thu 6/5/14	Thu 6/5/14	1 day	8 hrs									
43	0%	Functional Design Feedback/Update	Fri 6/6/14	Mon 6/9/14	2 days	12 hrs									
44	0%	Functional Design Acceptance	Tue 6/10/14	Tue 6/10/14	1 day	4 hrs									
45	0%	Produce Data Migration Plan	Mon 6/2/14	Fri 6/6/14	5 days	24 hrs									
46	0%	Functional Design Complete	Tue 6/10/14	Tue 6/10/14	0 days	0 hrs									
47	0%	Integration Strategy	Tue 5/27/14	Tue 6/3/14	6 days	32 hrs									
48	0%	Integration Strategy Meeting	Tue 5/27/14	Tue 5/27/14	1 day	16 hrs									



Tampa Bay Water Maximo 7.5 Implementation

ID	%	Task Name	Start	Finish	Duration	Work	Gantt Chart															
							Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar				
49	0%	Document Integration Strategy, Review and Feedback	Wed 5/28/14	Mon 6/2/14	4 days	32 hrs																
50	0%	Integration Strategy Acceptance	Tue 6/3/14	Tue 6/3/14	1 day	4 hrs																
51	0%	Integration Strategy Complete	Tue 6/3/14	Tue 6/3/14	0 days	0 hrs																
52	0%	Configuration Management Plan	Mon 5/5/14	Wed 6/11/14	27.5 days	36 hrs																
53	0%	Obtain Agreement on Environments and Deployment Strategy	Mon 5/5/14	Mon 5/5/14	0 hrs	4 hrs																
54	0%	Produce Configuration Management Plan Draft	Wed 6/4/14	Fri 6/6/14	20 hrs	16 hrs																
55	0%	Configuration Management Plan Review & Feedback Loop	Fri 6/6/14	Tue 6/10/14	2 days	8 hrs																
56	0%	Finalize Configuration Management Plan	Tue 6/10/14	Wed 6/11/14	8 hrs	8 hrs																
57	0%	Configuration Management Plan Complete	Wed 6/11/14	Wed 6/11/14	0 days	0 hrs																
58	0%	Plan Development Iterations	Mon 6/9/14	Mon 6/9/14	1 day	4 hrs																
59	0%	Execute Development Plan & Scope Session	Mon 6/9/14	Mon 6/9/14	8 hrs	4 hrs																
60	0%	Re-baseline Project Plan	Tue 6/10/14	Wed 6/11/14	1.25 days	4 hrs																
61	0%	Update Project Plan with Development Iterations	Tue 6/10/14	Tue 6/10/14	8 hrs	2 hrs																
62	0%	Produce Post-Define Project Plan Baseline	Wed 6/11/14	Wed 6/11/14	2 hrs	2 hrs																
63	0%	Define Activities Complete	Wed 6/11/14	Wed 6/11/14	0 days	0 hrs																
64	0%	Develop	Mon 5/5/14	Wed 9/17/14	97.13 days	2,124 hrs																
65	0%	Produce Technical Designs	Tue 6/10/14	Tue 7/1/14	15.25 days	164 hrs																
66	0%	HW and Infrastructure Setup	Wed 6/11/14	Thu 6/12/14	1 day	18 hrs																
67	0%	Build Development and Test Environments per CM Plan	Thu 6/12/14	Wed 6/18/14	4 days	16 hrs																
68	0%	Prioritize Initial Development List	Tue 6/10/14	Fri 6/13/14	3.25 days	28 hrs																
69	0%	Conduct Development Packet Prioritization/Scheduling Session	Tue 6/10/14	Tue 6/10/14	8 hrs	12 hrs																
70	0%	Adjust Initial Iteration Schedule as Required	Wed 6/11/14	Wed 6/11/14	2 hrs	8 hrs																
71	0%	Produce Prioritized Iteration Work List	Wed 6/11/14	Fri 6/13/14	16 hrs	8 hrs																
72	0%	Produce Technical Designs	Fri 6/13/14	Fri 6/27/14	2 wks	80 hrs																
73	0%	Technical Design Review and Feedback Loop	Fri 6/27/14	Tue 7/1/14	2 days	24 hrs																
74	0%	Technical Designs Complete	Tue 7/1/14	Tue 7/1/14	0 days	0 hrs																
75	0%	Execute Development Iterations	Tue 7/1/14	Tue 9/16/14	55.13 days	1,450 hrs																
76	0%	Re-Prioritize Work List	Tue 7/1/14	Tue 7/1/14	1 hr	8 hrs																
77	0%	Iteration 1 - (3 Developers)	Tue 7/1/14	Wed 7/30/14	21.83 days	584 hrs																
78	0%	Conduct Iteration Kickoff & Scope Review	Tue 7/1/14	Tue 7/1/14	4 hrs	8 hrs																
79	0%	Iteration Development - Asset/Location/JP/PM/WO + Admin	Tue 7/1/14	Tue 7/29/14	4 wks	500 hrs																
80	0%	Mid-Iteration Walk Through / Check Point	Tue 7/15/14	Wed 7/16/14	4 hrs	24 hrs																
81	0%	Develop Test Scripts	Thu 7/24/14	Tue 7/29/14	24 hrs	24 hrs																
82	0%	End of Iteration Walk Through	Tue 7/29/14	Wed 7/30/14	4 hrs	24 hrs																
83	0%	Produce Iteration Summary Report	Wed 7/30/14	Wed 7/30/14	4 hrs	10 hrs																
84	0%	Feed Iteration Issues/Findings to Work List	Wed 7/30/14	Wed 7/30/14	1 hr	4 hrs																
85	0%	Iteration 1 Complete	Wed 7/30/14	Wed 7/30/14	0 days	0 hrs																
86	0%	Re-Prioritize Work List	Thu 7/31/14	Thu 7/31/14	1 hr	8 hrs																
87	0%	Iteration 2 - (3 Developers)	Wed 7/30/14	Fri 8/22/14	16.83 days	414 hrs																
88	0%	Conduct Iteration Kickoff & Scope Review	Wed 7/30/14	Thu 7/31/14	4 hrs	8 hrs																
89	0%	Iteration Development	Thu 7/31/14	Thu 8/21/14	3 wks	320 hrs																
90	0%	Mid-Iteration Walk Through / Check Point	Thu 8/14/14	Thu 8/14/14	4 hrs	24 hrs																
91	0%	Develop Test Scripts	Mon 8/18/14	Thu 8/21/14	24 hrs	24 hrs																
92	0%	End of Iteration Walk Through	Thu 8/21/14	Thu 8/21/14	4 hrs	24 hrs																
93	0%	Produce Iteration Summary Report	Thu 8/21/14	Fri 8/22/14	4 hrs	10 hrs																
94	0%	Feed Iteration Issues/Findings to Work List	Fri 8/22/14	Fri 8/22/14	1 hr	4 hrs																
95	0%	Iteration 2 Complete	Fri 8/22/14	Fri 8/22/14	0 days	0 hrs																
96	0%	Re-Prioritize Work List	Fri 8/22/14	Fri 8/22/14	1 hr	8 hrs																
97	0%	Iteration 3 - (3 Developers)	Fri 8/22/14	Tue 9/16/14	16.83 days	414 hrs																

Tampa Bay Water Maximo 7.5 Implementation

ID	% Complete	Task Name	Start	Finish	Duration	Work	Qtr 2, 2014			Qtr 3, 2014			Qtr 4, 2014		
							Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
98	0%	Conduct Iteration Kickoff & Scope Review	Fri 8/22/14	Mon 8/25/14	4 hrs	8 hrs									
99	0%	Iteration Development	Mon 8/25/14	Mon 9/15/14	30 days	320 hrs									
100	0%	Mid-iteration Walk Through / Check Point	Mon 9/8/14	Mon 9/8/14	1 day	24 hrs									
101	0%	Develop Test Scripts	Wed 9/10/14	Mon 9/15/14	4 days	24 hrs									
102	0%	End of iteration Walk Through	Mon 9/15/14	Mon 9/15/14	1 day	24 hrs									
103	0%	Produce Iteration Summary Report	Mon 9/15/14	Tue 9/16/14	1 day	10 hrs									
104	0%	Feed iteration issues/Findings to Work List	Tue 9/16/14	Tue 9/16/14	1 day	4 hrs									
105	0%	Iteration 3 Complete	Tue 9/16/14	Tue 9/16/14	1 day	0 hrs									
106	0%	Determine need for additional Development Iterations	Tue 9/16/14	Tue 9/16/14	1 day	4 hrs									
107	0%	Report Development	Tue 9/16/14	Wed 9/17/14	1 day	144 hrs									
108	0%	Report Specifications	Tue 9/16/14	Fri 9/19/14	3 days	24 hrs									
109	0%	Report Development / Conversion	Tue 9/16/14	Tue 9/16/14	1 day	120 hrs									
110	0%	Report Development Complete	Tue 9/16/14	Wed 9/17/14	1 day	0 hrs									
111	0%	Data Gathering / Migration to DEV	Mon 9/15/14	Wed 9/24/14	9 days	166 hrs									
112	0%	Provide Excel Templates to gather data	Mon 9/15/14	Mon 9/15/14	1 day	8 hrs									
113	0%	Train on Templates	Mon 9/15/14	Mon 9/15/14	1 day	8 hrs									
114	0%	Data Load to Dev	Wed 9/24/14	Wed 9/24/14	1 day	150 hrs									
115	0%	Develop Training Materials (including Feedback loop)	Tue 9/16/14	Tue 9/16/14	1 day	200 hrs									
116	0%	Training Materials Complete	Tue 9/16/14	Tue 9/16/14	1 day	0 hrs									
117	0%	Development Complete	Tue 9/16/14	Tue 9/16/14	1 day	0 hrs									
118	0%	Validate	Tue 9/16/14	Mon 10/20/14	24 days	320 hrs									
119	0%	Install Testing Environment	Tue 9/16/14	Fri 10/10/14	14 days	86 hrs									
120	0%	Install Software + Initial Configuration	Tue 9/16/14	Wed 9/17/14	1 day	24 hrs									
121	0%	Dataload TEST	Wed 9/17/14	Wed 9/24/14	7 days	40 hrs									
122	0%	Initial Verification by EDI	Wed 9/24/14	Fri 10/10/14	16 days	24 hrs									
123	0%	Install Testing Environment Complete	Fri 10/10/14	Fri 10/10/14	1 day	0 hrs									
124	0%	Execute UAT	Wed 9/24/14	Mon 10/20/14	16 days	232 hrs									
125	0%	Execute UAT - Cycle 1	Wed 9/24/14	Wed 10/1/14	7 days	80 hrs									
126	0%	UAT Issues Resolution Cycle	Wed 10/1/14	Wed 10/8/14	7 days	80 hrs									
127	0%	Execute UAT - Cycle 2	Wed 10/8/14	Mon 10/13/14	5 days	48 hrs									
128	0%	Produce UAT Documentation	Mon 10/13/14	Mon 10/20/14	7 days	24 hrs									
129	0%	UAT Complete	Mon 10/20/14	Mon 10/20/14	1 day	0 hrs									
130	0%	Validation Complete	Mon 10/20/14	Mon 10/20/14	1 day	0 hrs									
131	0%	Deploy	Mon 10/20/14	Fri 11/14/14	19 days	306 hrs									
132	0%	Deliver Training	Mon 10/20/14	Mon 11/30/14	10 days	156 hrs									
133	0%	Deliver Role Based Training	Mon 10/20/14	Thu 10/30/14	9 days	64 hrs									
134	0%	Deliver Administration Training	Thu 10/30/14	Mon 11/3/14	4 days	16 hrs									
135	0%	Open House Style Training	Mon 10/20/14	Mon 11/3/14	14 days	76 hrs									
136	0%	Training Complete	Mon 11/3/14	Mon 11/3/14	1 day	0 hrs									
137	0%	Go Live	Mon 11/3/14	Fri 11/14/14	11 days	182 hrs									
138	0%	Build PROD Environment	Mon 11/3/14	Thu 11/6/14	3 days	24 hrs									
139	0%	Production Maximo/Sydo System Installation	Thu 11/6/14	Mon 11/10/14	4 days	16 hrs									
140	0%	Develop Go-Live Execution Plan	Mon 11/10/14	Tue 11/11/14	1 day	8 hrs									
141	0%	Review & Approve Go-Live Execution Plan	Tue 11/11/14	Wed 11/12/14	1 day	4 hrs									
142	0%	Perform Production Data Load(s)	Wed 11/12/14	Fri 11/14/14	2 days	100 hrs									
143	0%	Go Live	Fri 11/14/14	Fri 11/14/14	1 day	0 hrs									
144	0%	Operate	Fri 11/14/14	Wed 12/2/14	13 days	96 hrs									
145	0%	Provide Bubble Support	Fri 11/14/14	Fri 11/28/14	14 days	80 hrs									
146	0%	Bubble Support Complete	Fri 11/28/14	Fri 11/28/14	1 day	0 hrs									
147	0%	Execute Project Closeout Process	Fri 11/28/14	Tue 12/2/14	4 days	16 hrs									
148	0%	Project Closeout Complete	Tue 12/2/14	Wed 12/3/14	1 day	0 hrs									

**SCHEDULE "E"**

**CERTIFICATE OF INSURANCE FORM or APPROVED ACORD FORM**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/08/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER M. E. Wilson Co., Inc. 300 W. Platt St. Ste 200 Tampa, FL 33606 Billy West	1-813-229-8021	CONTACT NAME: Meagan Sutton, CIC PHONE (A/C No. Ext): 813-349-2237 E-MAIL ADDRESS: msutton@newilson.com FAX (A/C No.): 813-739-6036
INSURED Electronic Data, Inc. 780 Carillon Parkway Suite 100 St. Petersburg, FL 33716	INSURER(S) AFFORDING COVERAGE	
	INSURER A: St Paul Fire & Marine Ins Co	NAIC # 1643
	INSURER B: TRAVELERS IND CO	25658
	INSURER C: Phoenix Ins Co	25623
	INSURER D: UNDERWRITERS AT LLOYDS LONDON	15792
	INSURER E:	
	INSURER F:	

COVERAGES      CERTIFICATE NUMBER: 39198587      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR: WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		ZLP-12P50579	01/17/14	01/17/15	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BA-311M6278	01/17/14	01/17/15	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		ZLP-12P50579	01/17/14	01/17/15	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N/A	HNUB-8995C33-0	01/17/14	01/17/15	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Errors & Omission (Professional Liability)		469639	01/17/14	01/17/15	Limit: 3,000,000 Agg. Limit: 3,000,000 Per Claim Ded: 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Tampa Bay Water, its consultants, directors, officers, employees, representative or agents are included as Additional Insureds with regards to General Liability, and Auto Liability, as required by written contract. Waiver of Subrogation in favor of the Additional Insured's with regards to General Liability, and Auto Liability policies, as required by written contract.

30 Days Notice of Cancellation applies except 10 days for non-payment of premium per Fla Statutes

CERTIFICATE HOLDER Tampa Bay Water 2575 Enterprise Road Clearwater, FL 33763-1102 USA	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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# EXHIBIT B



[www.edatai.com](http://www.edatai.com)

Prepared for:



**Scope of Work for  
Implementation of  
Maximo**

**maximo**

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June 16, 2014

Utilities Department of The City of Pompano Beach  
1205 NE 5 Avenue,  
Pompano Beach, FL 33060

**Attention:** Maria Loucraft, Utilities Compliance & Efficiency Manager

**Subject:** EDI response to the request for CMMS Implementation Scope and Fees

Ms. Maria Loucraft,

EDI would like to thank you for the opportunity to present this Statement of Work and Cost Estimate for implementing Maximo at the City of Pompano Beach.

We look forward to making this a highly successful project for the City of Pompano Beach. Should you have any additional questions, please feel free to contact me at (727) 299-9304 or [bharrison@edatai.com](mailto:bharrison@edatai.com).

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Brian Harrison', with a long horizontal flourish extending to the right.

Brian Harrison  
Territory Manager



# Scope of Work Project 1

---

The following Scope of Work (SOW) documents major tasks and deliverables contained within the project plan (organized by phase and milestone) for implementation of Maximo. Configurations should be based on the organization's needs, but data will be limited to Pompano Beach's Reuse Treatment Plant. In addition to the task description, the expected effort, along with start/stop dates for each milestone is included.

## Initiate Phase

### Initiate Phase Complete

**Effort: 79 hours**

**Estimated Duration: 2 weeks**

The major tasks are:

- Project kickoff preparation
- Conduct the project kickoff
- Onboard the EDI team members
- Interview Project Stakeholders
- Plan Define Stage
- Resources: PM, Functional Lead, Technical Lead

### Maximo Awareness Training Complete

**Effort: 32 hours**

**Estimated Duration: 1 week**

The major tasks are:

- 8 hours of preparation time
- 24 hours (3 days) of instructor-led training
  - Students will watch and listen to the trainer instead of attempting to follow along in front of a machine and perform exercises.
  - Pertinent modules to the implementation will be covered.

## Define Phase

Functional Design Complete

Effort: 304 hours

Estimated Duration: 4 weeks

The major tasks are:

- Execution of 7 one-day topic-based Workshops, including:
  - Workshop #1 – Org / Site / Asset / Location
  - Workshop #2 – Work Management, Operators Logs
  - Workshop #3 – Maintenance Planning (PM/JP)
  - Workshop #4 – People / Labor / Security / Groups
  - Workshop #5 – Mobile
  - Workshop #6 – Report Specifications, Reporting Environment
  - Workshop #7 – SCADA Integration
- Documentation and client review for each of the workshop session notes
- A single functional requirements document, compiled from the workshop session notes
- A Data Migration Plan, outlining the plan for capturing and migrating data to and from environments throughout the life of the project
- A User Training Plan, outlining the plan for training power users, end users and administrators
- An updated Project Plan, including a plan for the Development Iterations
- Assistance with the Hardware and Architecture Design. The assistance will be provided by an EDI technical resource
- Each workshop will have 2 resources present. One to facilitate, and one to document the workshop discussion and decisions

**Configuration Management Plan Complete**

Effort: 37 hours

Estimated Duration: 1 week

The major tasks are:

- Meeting to discuss and agree on configuration management plans
- A document that summarizes the discussion and decisions in the plan



## Develop Phase

Technical Designs Complete

**Effort: 285 hours**

**Estimated Duration: 4 weeks**

The major tasks are:

- Hardware and Infrastructure Setup
- Build the Development Environment per the Configuration Management Plan – EDI technical resource will install the product in a development environment.
- Conduct Development Prioritization/Scheduling Session
  - Adjust Initial Iteration Schedule as Required
  - Produce Prioritized Iteration Work List
- Produce Technical Designs – Technical designs are limited to complex configurations and integrations only.
- Technical Design Review and Feedback Loop
- Resources involved: PM, Functional, and Technical resources, Pompano Beach Technical resources for Hardware and Infrastructure setup and support while software installation occurs.

**Development Iterations (2 Iterations)**

**Effort: 660 hours**

**Estimated Duration: 13 weeks**

For each iteration, the major tasks are:

- Conduct Iteration Kickoff & Scope Review
- Iteration Development
  - Iteration #1 – System Configuration and Development Data Migration
  - Iteration #2 – Mobile and Integrations
- Mid-Iteration Walk Through / Check Point
- Develop Test Scripts
- End of Iteration Walk Through
- Produce Iteration Summary Report
- Feed Iteration Issues/Findings to Work List
- EDI will provide data templates to Pompano Beach that will match what is necessary for data loading into Maximo. The templates are limited to the data objects that are being loaded.
- EDI will train Pompano Beach on how to populate the templates based upon the data being collected.



- EDI will take the data provided in the templates and load the data into Maximo. There will be no transformations of any provided data.
- EDI will perform no more than 3 distinct data loads:
  - One data load into Development
  - One data load into Test (for UAT activities)
  - One data load into Production (for Go-Live)
  - Unless critical system functionality is impacted, there will not be incremental data loads of any data object in between the major data loads listed above
- The list of objects that will be data loaded into the system are:
  - People, Labor, Security Groups, Start Centers and KPI's
  - Assets, Locations and Classifications
  - Preventive Maintenance, Job Plans and Condition Monitoring
- The list of objects that will not be data loaded into the system are:
  - Inventory and Items
  - Vendors, Purchase Requisitions, Purchase Orders and Invoices
  - Historical Work Orders

#### **Report Development Complete**

**Effort: 120 hours**

**Estimated Duration: 3 weeks**

For each report, the major tasks are:

- EDI reviews the report specification template with Pompano Beach (carry-over from Workshop #6)
- Pompano Beach completes a report specification for each report (a total of 5)
- EDI builds and deploys the report per the specification
- Requested Changes to reports are considered enhancements and will be prioritized with other development activities per the work list prioritization process.

#### **Training Materials**

**Effort: 200 hours**

**Estimated Duration: 4 weeks**

- EDI will build role-based Training Material for this implementation.
- The exact number of roles and use cases per role will be defined in the Define Phase of the implementation.
- For estimation purposes, EDI will create 3 role based training manuals with 7 Use Cases per manual. A Use Case is defined as a finite business process with a beginning and end. An example



would be “Create New Job Plan” or “Onboard a new location”. Work Order creation, planning, execution, and closeout would be viewed as 4 Use Cases.

- Each training manual will include a description of the overall Role, the areas of system that role will interact with, and a step-by-step procedure for each of the Use Cases defined for the role. The training manuals will include screenshots.
- For each Training Manual, the major tasks are:
  - EDI will recommend a list of the Use Cases to include in the Training Manual, based upon the outcome of the Define Phase. Pompano Beach will review and agree to the Use Cases.
  - EDI will build the Training Manual and turn it over to Pompano Beach for review.
  - Pompano Beach will review the Manual for correctness and clarity.
  - Additional content will be Pompano Beach’s responsibility.

## **Validate Phase**

**Install Testing Environment Complete**

**Effort: 88 hours**

**Estimated Duration: 2 weeks**

The major tasks are:

- Installation and the initial configuration of software from the DEV environment into the TEST environment
- Testing of the Data loaded into the system for issues
- Dry run by EDI of UAT scripts to confirm installation of packages and configurations

**User Acceptance Testing Complete**

**Effort: 232 hours**

**Estimated Duration: 4 weeks**

The major tasks are:

- Execution of User Acceptance Testing Cycle 1
  - Identify and Train TBW staff on testing process
  - Testing ensures pass/fail of steps outlined in Test Scripts
- Resolve all Cycle 1 discrepancies in the DEV environment to be verified and deployed to the TEST environment
- Execution of User Acceptance Testing Cycle 2
- Produce UAT documentation
  - Issue fix verification
  - Summary report

EDI is responsible for ensuring that all configurations and fixes have been tested prior to deployment to the Pompano Beach environments. Pompano Beach is responsible for testing and accepting all configurations and all fixes that have been installed into the Pompano Beach environment. Upon completion of this cycle, the User Acceptance Cycle (and therefore, development) will be considered complete.



## **Deploy Phase**

**Training Complete**

**Effort: 80 hours**

**Estimated Duration: 2 weeks**

The major tasks are:

- Deliver Role Based Training – Training to be accomplished over a 2 week period immediately prior to go-live. Estimates call for:
  - Four 2-day role-based sessions for power users and end users
  - One 2-day system administration session
  - Remainder will be for open-house style training where a trainer is available to cover any number of topics.

**Go-Live**

**Effort: 43 hours**

**Estimated Duration: 1 week**

The major tasks are:

- Build the Production Environment – This task will require a combination of Pompano Beach and EDI resources to accomplish.
  - Production Maximo System Installation
  - Pompano Beach workflows, configurations and integrations installed
- Develop Go-Live Execution Plan. Joint effort for the entire project team.
- Execute Go-Live Execution Plan
  - Perform Production Data Load
  - Perform Additional Startup Activities per Go-Live Execution Plan
- Go Live

## **Operate Phase**

### **Bubble Support**

**Effort: 80 hours**

**Estimated Duration: 2 weeks**

The major tasks are:

- To deliver on-site support in the immediate weeks after deploying the system.
- EDI will supply one resource for 2 weeks to cover all Pompano Beach shifts.
- Bubble Support effort is limited to helping users and fixing issues related to what was delivered as part of the project implementation. New development will not be started as part of Bubble Support.

### **Project Closeout**

**Effort: 8 hours**

**Estimated Duration: 1 day**

The major tasks are:

- To meet with Pompano Beach at the close of the project.



# Project 1 Scope Assumptions

---

---

The following assumptions are associated with this Statement of Work for Project 1 scope.

## **Maximo Configuration**

1. Maximo configuration will be limited to the following modules:
  - a. Administration
  - b. Assets
  - c. Integration
  - d. Planning
  - e. Preventive Maintenance
  - f. Self Service (for Service Requests)
  - g. Work Orders
2. No other Maximo modules are in scope for configuration. Among the modules in this category are:
  - a. Contracts
  - b. Inventory
  - c. Purchasing

## **Custom Reports (Maximum of 5)**

1. Pompano Beach will work with EDI to provide a detailed specification for each report along with a sample (or desired layout). The detailed specification will include a map that connects each report field to a Maximo field. Any calculations will be documented in the specification. If a query already exists, that will be provided.

## **Integrations**

1. Integrations included in the configuration scope:
  - a. SCADA – Integration scope is limited to populating Meter Readings in Maximo for assets or locations that will have a Preventive Maintenance or Condition Monitoring record tied to that Asset / Location / Meter combination.

## **Data Collection and Migration**

EDI will work with Pompano Beach to migrate and load data into Maximo for this project. Below are the assumptions for Data Collection and Migration:

- EDI will provide templates to Pompano Beach that will match what is necessary for data loading into Maximo.
- EDI will train Pompano Beach on how to populate the templates based upon the data being collected.



- EDI will take the data provided in the templates and load the data into Maximo. There will be no technical transformations of any provided data.
- EDI will perform no more than 3 distinct data loads:
  - One data load into Development
  - One data load into Test (for UAT activities)
  - One data load into Production (for Go-Live)
  - Unless critical system functionality is impacted, there will not be incremental data loads in between the major data loads listed above
- The list of objects that will be data loaded into the system are:
  - People, Labor and Security Groups
  - Assets, Locations and Classifications
  - Preventive Maintenance, Job Plans and Condition Monitoring
- Objects that will not be data loaded into the system are:
  - Inventory and Items
  - Vendors, Purchase Requisitions, Purchase Orders and Invoices
  - Historical Work Orders



## Scope of Work Project 2

---

The following Scope of Work (SOW) documents major tasks and deliverables contained within the project plan (organized by phase and milestone). Configurations changes will be minimal to support any new data. Data will be limited to Pompano Beach's Water Treatment Plant. In addition to the task description, the expected effort, along with start/stop dates for each milestone is included.

### **Initiate Phase**

**Initiate Phase Complete**

**Effort: 32 hours**

**Estimated Duration: 2 Days**

The major tasks are:

- Plan Define Stage
- Resources: PM, Functional Lead, Technical Lead

## Define Phase

Functional Design Complete

Effort: 60 hours

Estimated Duration: 1 weeks

The major tasks are:

- Execution of 2 one-day topic-based Workshops, including:
  - Workshop #1 – Location Hierarchy, Reports, and SCADA
  - Workshop #2 – Data Collection and Migration
- Documentation and client review for each of the workshop session notes
- A Data Migration Plan, outlining the plan for capturing and migrating data to and from environments throughout the life of the project
- An updated Project Plan, including a plan for the Development Iterations
- Each workshop will have 2 resources present. One to facilitate, and one to document the workshop discussion and decisions

Configuration Management Plan Complete

Effort: 12 hours

Estimated Duration: 1 week

The major tasks are:

- Meeting to discuss and agree on configuration management plans for infrastructure
- A document that summarizes the discussion and decisions in the plan

## Develop Phase

Technical Designs Complete

**Effort: 56 hours**

**Estimated Duration: 1 weeks**

The major tasks are:

- Conduct Development Prioritization/Scheduling Session
  - Adjust Initial Iteration Schedule as Required
  - Produce Prioritized Iteration Work List
- Produce Technical Designs – Technical designs are limited to complex configurations and integrations only.
- Technical Design Review and Feedback Loop
- Resources involved: PM, Functional, and Technical resources

**Development Iterations (1 Iteration)**

**Effort: 200 hours**

**Estimated Duration: 5 weeks**

For each iteration, the major tasks are:

- Conduct Iteration Kickoff & Scope Review
- Iteration Development
  - Iteration #1 – System Configuration and Development Data Migration
- Mid-Iteration Walk Through / Check Point
- Develop Test Scripts
- End of Iteration Walk Through
- Produce Iteration Summary Report
- Feed Iteration Issues/Findings to Work List
- EDI will provide data templates to Pompano Beach that will match what is necessary for data loading into Maximo. The templates are limited to the data objects that are being loaded.
- EDI will train Pompano Beach on how to populate the templates based upon the data being collected.
- EDI will take the data provided in the templates and load the data into Maximo. There will be no transformations of any provided data.
- EDI will perform no more than 3 distinct data loads:
  - One data load into Development
  - One data load into Test (for UAT activities)
  - One data load into Production (for Go-Live)



- Unless critical system functionality is impacted, there will not be incremental data loads of any data object in between the major data loads listed above
- The list of objects that will be data loaded into the system are:
  - People, Labor, Security Groups, Start Centers and KPI's
  - Assets, Locations and Classifications
  - Preventive Maintenance, Job Plans and Condition Monitoring
- The list of objects that will not be data loaded into the system are:
  - Inventory and Items
  - Vendors, Purchase Requisitions, Purchase Orders and Invoices
  - Historical Work Orders

#### **Report Development Complete**

**Effort: 72 hours**

**Estimated Duration: 3 weeks**

For each report, the major tasks are:

- EDI reviews the report specification template with Pompano Beach
- Pompano Beach completes a report specification for each report (a total of 3)
- EDI builds and deploys the report per the specification
- Requested Changes to reports are considered enhancements and will be prioritized with other development activities per the work list prioritization process.

#### **Training Materials**

**Effort: 0 hours**

**Estimated Duration: 0 weeks**

- Training Materials complete from first project.

## **Validate Phase**

**Install Testing Environment Complete**

**Effort: 30 hours**

**Estimated Duration: 1 week**

The major tasks are:

- Configuration of software from the DEV environment into the TEST environment
- Testing of the Data loaded into the system for issues
- Dry run by EDI of UAT scripts to confirm installation of packages and configurations

**User Acceptance Testing Complete**

**Effort: 80 hours**

**Estimated Duration: 1 week**

The major tasks are:

- Execution of User Acceptance Testing Cycle 1
  - Identify and Train TBW staff on testing process
  - Testing ensures pass/fail of steps outlined in Test Scripts
- Resolve all Cycle 1 discrepancies in the DEV environment to be verified and deployed to the TEST environment
- Execution of User Acceptance Testing Cycle 2
- Produce UAT documentation
  - Issue fix verification
  - Summary report

EDI is responsible for ensuring that all configurations and fixes have been tested prior to deployment to the Pompano Beach environments. Pompano Beach is responsible for testing and accepting all configurations and all fixes that have been installed into the Pompano Beach environment. Upon completion of this cycle, the User Acceptance Cycle (and therefore, development) will be considered complete.

## Deploy Phase

Training Complete

**Effort: 80 hours**

**Estimated Duration: 2 weeks**

The major tasks are:

- Deliver Role Based Training – Training to be accomplished over a 2 week period immediately prior to go-live. Estimates call for:
  - Four 2-day role-based sessions for power users and end users
  - One 2-day system administration session
  - Remainder will be for open-house style training where a trainer is available to cover any number of topics.

**Go-Live**

**Effort: 43 hours**

**Estimated Duration: 1 week**

The major tasks are:

- Develop Go-Live Execution Plan. Joint effort for the entire project team.
- Execute Go-Live Execution Plan
  - Perform Production Data Load
  - Perform Additional Startup Activities per Go-Live Execution Plan
- Go Live



## **Operate Phase**

### **Bubble Support**

**Effort: 80 hours**

**Estimated Duration: 2 weeks**

The major tasks are:

- To deliver on-site support in the immediate weeks after deploying the system.
- EDI will supply one resource for 2 weeks to cover all Pompano Beach shifts.
- Bubble Support effort is limited to helping users and fixing issues related to what was delivered as part of the project implementation. New development will not be started as part of Bubble Support.

### **Project Closeout**

**Effort: 8 hours**

**Estimated Duration: 1 day**

The major tasks are:

- To meet with Pompano Beach at the close of the project.

## Project 2 Scope Assumptions

---

The following assumptions are associated with this Statement of Work for Project 2 scope.

### Maximo Configuration

1. Maximo configuration will be determined during Project 1 and any changes to the system will be minimal to support the data that is being provided by Pompano Beach.
2. Maximo configuration will be limited to the following modules:
  - a. Administration
  - b. Assets
  - c. Integration
  - d. Planning
  - e. Preventive Maintenance
  - f. Self Service (for Service Requests)
  - g. Work Orders
3. No other Maximo modules are in scope for configuration. Among the modules in this category are:
  - a. Contracts
  - b. Inventory
  - c. Purchasing

### Custom Reports (Maximum of 3)

2. Pompano Beach will work with EDI to provide a detailed specification for each report along with a sample (or desired layout). The detailed specification will include a map that connects each report field to a Maximo field. Any calculations will be documented in the specification. If a query already exists, that will be provided.

### Integrations

2. Integrations included in the configuration scope:
  - a. SCADA – Integration scope is limited to populating Meter Readings in Maximo for assets or locations that will have a Preventive Maintenance or Condition Monitoring record tied to that Asset / Location / Meter combination.

### Data Collection and Migration

EDI will work with Pompano Beach to migrate and load data into Maximo for this project. Below are the assumptions for Data Collection and Migration:

- EDI will provide templates to Pompano Beach that will match what is necessary for data loading into Maximo.



- EDI will train Pompano Beach on how to populate the templates based upon the data being collected.
- EDI will take the data provided in the templates and load the data into Maximo. There will be no technical transformations of any provided data.
- EDI will perform no more than 3 distinct data loads:
  - One data load into Development
  - One data load into Test (for UAT activities)
  - One data load into Production (for Go-Live)
  - Unless critical system functionality is impacted, there will not be incremental data loads in between the major data loads listed above
- The list of objects that will be data loaded into the system are:
  - People, Labor and Security Groups
  - Assets, Locations and Classifications
  - Preventive Maintenance, Job Plans and Condition Monitoring
- Objects that will not be data loaded into the system are:
  - Inventory and Items
  - Vendors, Purchase Requisitions, Purchase Orders and Invoices
  - Historical Work Orders



## Cost and Fees

The table below shows the list of tasks, a number of hours per task and the types of resource(s) necessary to perform the work.

### Project 1 Pricing

Task	Hours	Resource Type(s)
Initiate Phase Complete	78	PM, Consultant, Senior Systems Developer
Maximo Awareness Training Complete	32	PM, Consultant, Senior Systems Developer, Trainer
Functional Design Complete	304	PM, Consultant, Senior Systems Developer
Configuration Management Plan Complete	37	PM, Senior Systems Developer
Technical Design Complete	85	PM, Consultant, Senior Systems Developer
Development Complete	660	PM, Consultant, Senior Systems Developer, Quality Analyst, Data Analyst
Report Development Complete	20	PM, Senior Systems Developer
Training Materials Complete	200	Trainer
Install Testing Environment Complete	88	PM, Senior Systems Developer, Data Analyst
User Acceptance Testing Complete	232	PM, Consultant, Senior Systems Developer
Training Complete	80	PM, Consultant, Senior Systems Developer, Trainer
Go Live	43	PM, Consultant, Senior Systems Developer
Bubble Support	60	PM, Senior Systems Developer
Execute Project Closeout Process	8	PM
<b>Grand Total Hours</b>	<b>2,248</b>	
<b>Hourly Rate</b>	<b>\$150.00</b>	
<b>Estimated Travel &amp; Living</b>	<b>\$40,000.00</b>	
<b>Project 1 Grand Total Cost</b>	<b>\$377,200.00</b>	



### Project 2 Pricing

Task	Hours	Resource Type(s)
Initiate Phase Complete	42	PM, Consultant, Senior Systems Developer
Functional Design Complete	60	PM, Consultant, Senior Systems Developer
Configuration Management Plan Complete	12	PM, Senior Systems Developer
Technical Designs Complete	56	PM, Consultant, Senior Systems Developer
Development Complete	200	PM, Consultant, Senior Systems Developer, Quality Analyst, Data Analyst
Report Development Complete	72	PM, Senior Systems Developer
Install Testing Environment Complete	30	PM, Senior Systems Developer, Data Analyst
User Acceptance Testing Complete	80	PM, Consultant, Senior Systems Developer
Training Complete	30	PM, Consultant, Senior Systems Developer, Trainer
Go Live	43	PM, Consultant, Senior Systems Developer
Bubble Support	30	PM, Senior Systems Developer
Execute Project Closeout Process	8	PM
Grand Total Hours	755	
Hourly Rate	\$150.00	
Estimated Travel & Living	\$18,000.00	
<b>Project 2 Grand Total Cost</b>	<b>\$130,950.00</b>	



## Cost Assumptions

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The following cost assumptions are associated with this Statement-of Work.

- This is a time and materials estimate. Pompano Beach will compensate EDI on a time and materials basis based upon monthly invoicing as effort is spent. Pompano Beach has no obligation to pay EDI for amounts invoiced beyond the total amount listed herein, nor is EDI obliged to expend more time and expenses than is listed herein without prior, written acceptance of such effort and expenses by both parties.
- Time and Material Payment terms are NET 30. EDI invoices on a monthly progress billing cycle.
- The above Travel & Living estimate is estimated for budgetary purposes. EDI would reserve the right to vary hours by labor category and/or exchange labor and travel expenses provided that the overall estimate is not exceeded. Travel and living expenses are charged on an actual and reasonable basis.
- Pompano Beach will be adequately prepared for on-site visit(s) by EDI consulting personnel and will provide key resources in a timely manner as the services are provided.
- EDI will provide the Services under this proposal during normal business hours, 8:00 AM to 5:00 PM Monday through Friday, except Pompano Beach holidays. If necessary, Pompano Beach will provide after-hours access to Pompano Beach facilities to EDI personnel. Out-of-town personnel may work hours other than those defined as normal business hours to accommodate their travel schedules.



## Cost and Fees

The table below shows the list of tasks, a number of hours per task and the types of resource(s) necessary to perform the work.

### Project 1 Pricing

Task	Hours	Resource Type(s)
Initiate Phase Complete	79	PM, Consultant, Senior Systems Developer
Maximo Awareness Training Complete	32	PM, Consultant, Senior Systems Developer, Trainer
Functional Design Complete	304	PM, Consultant, Senior Systems Developer
Configuration Management Plan Complete	37	PM, Senior Systems Developer
Technical Designs Complete	285	PM, Consultant, Senior Systems Developer
Development Complete	660	PM, Consultant, Senior Systems Developer, Quality Analyst, Data Analyst
Report Development Complete	120	PM, Senior Systems Developer
Training Materials Complete	200	Trainer
Install Testing Environment Complete	88	PM, Senior Systems Developer, Data Analyst
User Acceptance Testing Complete	232	PM, Consultant, Senior Systems Developer
Training Complete	80	PM, Consultant, Senior Systems Developer, Trainer
Go Live	43	PM, Consultant, Senior Systems Developer
Bubble Support	80	PM, Senior Systems Developer
Execute Project Closeout Process	8	PM
<b>Grand Total Hours</b>	<b>2,248</b>	
<b>Hourly Rate</b>	<b>\$150.00</b>	
<b>Estimated Travel &amp; Living</b>	<b>\$40,000.00</b>	
<b>Project 1 Grand Total Cost</b>	<b>\$377,200.00</b>	



## Project 2 Pricing

Task	Hours	Resource Type(s)
Initiate Phase Complete	32	PM, Consultant, Senior Systems Developer
Functional Design Complete	60	PM, Consultant, Senior Systems Developer
Configuration Management Plan Complete	12	PM, Senior Systems Developer
Technical Designs Complete	56	PM, Consultant, Senior Systems Developer
Development Complete	200	PM, Consultant, Senior Systems Developer, Quality Analyst, Data Analyst
Report Development Complete	72	PM, Senior Systems Developer
Install Testing Environment Complete	30	PM, Senior Systems Developer, Data Analyst
User Acceptance Testing Complete	80	PM, Consultant, Senior Systems Developer
Training Complete	80	PM, Consultant, Senior Systems Developer, Trainer
Go Live	43	PM, Consultant, Senior Systems Developer
Bubble Support	80	PM, Senior Systems Developer
Execute Project Closeout Process	8	PM
<b>Grand Total Hours</b>	<b>753</b>	
<b>Hourly Rate</b>	<b>\$150.00</b>	
<b>Estimated Travel &amp; Living</b>	<b>\$18,000.00</b>	
<b>Project 2 Grand Total Cost</b>	<b>\$130,950.00</b>	



## Cost Assumptions

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The following cost assumptions are associated with this Statement of Work.

- This is a time and materials estimate. Pompano Beach will compensate EDI on a time and materials basis based upon monthly invoicing as effort is spent. Pompano Beach has no obligation to pay EDI for amounts invoiced beyond the total amount listed herein, nor is EDI obliged to expend more time and expenses than is listed herein without prior, written acceptance of such effort and expenses by both parties.
- Time and Material Payment terms are NET 30. EDI invoices on a monthly progress billing cycle.
- The above Travel & Living estimate is estimated for budgetary purposes. EDI would reserve the right to vary hours by labor category and/or exchange labor and travel expenses provided that the overall estimate is not exceeded. Travel and living expenses are charged on an actual and reasonable basis.
- Pompano Beach will be adequately prepared for on-site visit(s) by EDI consulting personnel and will provide key resources in a timely manner as the services are provided.
- EDI will provide the Services under this proposal during normal business hours, 8:00 AM to 5:00 PM Monday through Friday, except Pompano Beach holidays. If necessary, Pompano Beach will provide after-hours access to Pompano Beach facilities to EDI personnel. Out-of-town personnel may work hours other than those defined as normal business hours to accommodate their travel schedules.



## Pompano Beach Maximo Implementation Timeline – Phase 2

	Jan	Feb	Mar	Apr	May
<b>Initiate Phase</b>					
<b>Define Phase</b>	◇				
Functional Design					
Configuration Management Plan					
<b>Development Phase</b>		◇			
Technical Designs					
Development Iteration 1					
Report Development					
<b>Validate Phase</b>				◇	
Install Test Environment					
UAT					
<b>Deploy Phase</b>					◇
Training					
Go-Live					◇
<b>Operate Phase</b>					
Bubble Support					
Project Close					◇

# EXHIBIT C



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/16/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> M. E. Wilson Co., Inc.  300 W. Platt St. Ste 200 Tampa, FL 33606 Billy West  <b>INSURED</b> Electronic Data, Inc.  780 Carillon Parkway Suite 100 St. Petersburg, FL 33716	1-813-229-8021  <b>CONTACT NAME:</b> Meagan Sutton, CIC <b>PHONE (A/C, No, Ext):</b> 813-349-2237 <b>FAX (A/C, No):</b> 813-739-6036 <b>E-MAIL ADDRESS:</b> msutton@mewilson.com
<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURER A:</b> St Paul Fire & Marine Ins Co	<b>NAIC #</b> 1643
<b>INSURER B:</b> TRAVELERS IND CO	25658
<b>INSURER C:</b> Phoenix Ins Co	25623
<b>INSURER D:</b> UNDERWRITERS AT LLOYDS LONDON	15792
<b>INSURER E:</b>	
<b>INSURER F:</b>	

**COVERAGES**

CERTIFICATE NUMBER: 42798541

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			ZLP-12P50579	01/17/15	01/17/16	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 250,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BA-311M6278	01/17/15	01/17/16	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			ZLP-12P50579	01/17/15	01/17/16	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N N/A			HNUB-8995C33	01/17/15	01/17/16	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	<b>Errors &amp; Omission (Professional Liability)</b>			476153	01/17/15	01/17/16	Limit: 3,000,000 Agg. Limit: 3,000,000 Per Claim Ded: 10,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Certificate holder is included as additional insured with respects to General Liability as required by written contract.

30 Days Notice of Cancellation applies except 10 days for non-payment of premium per Fla Statutes

**CERTIFICATE HOLDER**
 City of Pompano Beach  
  
 100 W. Atlantic Blvd.  
 Suite # 219  
 Pompano Beach, FL 33060

USA

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# EXHIBIT D



## Cost and Fees

The table below shows the list of tasks, a number of hours per task and the types of resource(s) necessary to perform the work.

### Project 1 Pricing

Task	Hours	Resource Type(s)
Initiate Phase Complete	79	PM, Consultant, Senior Systems Developer
Maximo Awareness Training Complete	32	PM, Consultant, Senior Systems Developer, Trainer
Functional Design Complete	304	PM, Consultant, Senior Systems Developer
Configuration Management Plan Complete	37	PM, Senior Systems Developer
Technical Designs Complete	285	PM, Consultant, Senior Systems Developer
Development Complete	660	PM, Consultant, Senior Systems Developer, Quality Analyst, Data Analyst
Report Development Complete	120	PM, Senior Systems Developer
Training Materials Complete	200	Trainer
Install Testing Environment Complete	88	PM, Senior Systems Developer, Data Analyst
User Acceptance Testing Complete	232	PM, Consultant, Senior Systems Developer
Training Complete	80	PM, Consultant, Senior Systems Developer, Trainer
Go Live	43	PM, Consultant, Senior Systems Developer
Bubble Support	80	PM, Senior Systems Developer
Execute Project Closeout Process	8	PM
<b>Grand Total Hours</b>	<b>2,248</b>	
<b>Hourly Rate</b>	<b>\$150.00</b>	
<b>Estimated Travel &amp; Living</b>	<b>\$40,000.00</b>	
<b>Project 1 Grand Total Cost</b>	<b>\$377,200.00</b>	



## Project 2 Pricing

Task	Hours	Resource Type(s)
Initiate Phase Complete	32	PM, Consultant, Senior Systems Developer
Functional Design Complete	60	PM, Consultant, Senior Systems Developer
Configuration Management Plan Complete	12	PM, Senior Systems Developer
Technical Designs Complete	56	PM, Consultant, Senior Systems Developer
Development Complete	200	PM, Consultant, Senior Systems Developer, Quality Analyst, Data Analyst
Report Development Complete	72	PM, Senior Systems Developer
Install Testing Environment Complete	30	PM, Senior Systems Developer, Data Analyst
User Acceptance Testing Complete	80	PM, Consultant, Senior Systems Developer
Training Complete	80	PM, Consultant, Senior Systems Developer, Trainer
Go Live	43	PM, Consultant, Senior Systems Developer
Bubble Support	80	PM, Senior Systems Developer
Execute Project Closeout Process	8	PM
<b>Grand Total Hours</b>	<b>753</b>	
<b>Hourly Rate</b>	<b>\$150.00</b>	
<b>Estimated Travel &amp; Living</b>	<b>\$18,000.00</b>	
<b>Project 2 Grand Total Cost</b>	<b>\$130,950.00</b>	