

**WORK ASSIGNMENT NO. 2016-03 PURSUANT TO**  
**THE JUNE 28, 2016 AGREEMENT BETWEEN THE**  
**CITY OF VENICE, FLORIDA AND JONES EDMUNDS & ASSOCIATES, INC.**

WHEREAS, on June 28, 2016, the City of Venice, Florida (“OWNER”) and Jones Edmunds & Associates, Inc. (“CONSULTANT”), entered into an Agreement whereby the CONSULTANT would perform professional services for the OWNER pursuant to an executed Work Assignment; and

WHEREAS, the OWNER wishes to authorize the CONSULTANT to perform professional services concerning **Cityworks Server Implementation** as more particularly described in the Scope of Services here; and

WHEREAS, the CONSULTANT wishes to perform such professional services,

NOW THEREFORE, in consideration of the premises and mutual covenants contained in the June 28, 2016, Agreement and this Work Assignment, the parties agree as follows:

1. General description of project: Provide consulting services to implement Cityworks Server Asset Management System (AMS) for the OWNER.
2. Scope of services to be performed. CONSULTANT shall perform the services described in the Scope of Services attached hereto as Attachment “A”.
3. Compensation to be paid. OWNER shall pay the CONSULTANT the sum of ***One Hundred Sixteen Thousand Two Hundred Forty Four Dollars (\$116,244)*** for performance of the professional services specified in this Work Assignment.
4. Time for completion. CONSULTANT shall complete the professional design services specified in this Work Assignment within **250** days from the date of this Work Assignment.
5. The terms and condition of the June 28, 2016 Agreement shall remain in full force and effect until the completion of the Work Assignment; and

**IN WITNESS WHEREOF**, the parties have executed this Work Assignment on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

**JONES EDMUNDS & ASSOCIATES, INC.**

\_\_\_\_\_

**CITY OF VENICE, FLORIDA**

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

**John Holic, Mayor**

**ATTEST:**

\_\_\_\_\_

# ATTACHMENT A

## City of Venice Utilities Cityworks Server Implementation Scope of Work 08/16/17

### Project Overview

The City of Venice would like to implement Cityworks Server Asset Management System (AMS) for their water distribution and wastewater collection utility business units. This includes valves, hydrants, and lines. This scope of work details the tasks (listed below) required to complete the project.

1. Project Planning and Management.
2. GIS Recommendations and Data Loading.
3. Server Installation and Configuration.
4. AMS Data Development and Implementation for Water Distribution and Wastewater Collection.
5. Training.
6. SQL Reporting.
7. Ongoing Support.

### Scope of Work

#### Task 1- Project Kickoff, Planning, and Management

The goals of Task 1 are to introduce the project team, initiate the project, identify project goals, educate participants about pertinent implementation topics, and gather information for subsequent tasks. CONSULTANT will hold a half-day kickoff meeting at the beginning of the project to bring all participants together and to define the common goals of the project. The meeting will accomplish the following:

- Introduce the project team.
- Introduce project objectives.
- Explain project approach and schedule.
- Identify individual goals.
- Identify pertinent data necessary for the project.
- Establish parameters for developing the Asset Management System (AMS) database.

CONSULTANT will formally request all pertinent information necessary for the Cityworks/geographic information system (GIS) AMS development during the kickoff meeting.

**OWNER Responsibility** – City stakeholders and employees will attend the project kickoff meetings.

**Deliverables** – CONSULTANT will provide a meeting agenda, lead the meeting, and provide kickoff meeting minutes.

### **Task 2 – GIS Recommendations and Data Loading**

CONSULTANT will review the GIS provided by the OWNER to prepare for a half-day workshop to discuss the OWNER's GIS. CONSULTANT will provide a draft database schema based on Esri's local government data model and industry standards for review by the OWNER before the on-site workshop.

CONSULTANT will incorporate feedback from the workshop and will deliver an updated database schema to support the OWNER's day-to-day activities. CONSULTANT will also populate the new database with the OWNER's existing GIS data to serve as the database of record for the description of asset information.

CONSULTANT will spend up to 90 hours on this task.

**OWNER Responsibility** – Deliver a copy of the existing GIS data to CONSULTANT.

**Deliverables** – CONSULTANT will provide a draft database design before the onsite workshop and a fully populated GIS database incorporating the OWNER's existing data.

### **Task 3 – Server Installation and Configuration**

CONSULTANT will work remotely to install and configure hardware and software required for running SQL, Cityworks Server, and ArcGIS Server (including ArcSDE). The installation will take place remotely on an OWNER-provided server to establish a test environment and further develop a production environment for a GIS and AMS.

CONSULTANT will install and configure the software required by the AMS, including Cityworks Server, SQL Server, ArcGIS Server, and ArcGIS Desktop. The server should be pre-configured on a domain with Windows Server.

#### **Task 3.1: SQL Server Installation and Configuration**

CONSULTANT will install SQL Server 2008 R2 (or higher) on a provided server running Microsoft Windows Server. The instance will have two databases created – one for the GIS and one for Cityworks. The storage location for the data and log files will be determined before configuration.

Users identified by the OWNER will have logins added to the server and mapped to the Cityworks database. Each user will be given explicit permissions on the information within the database. Initially, user's rights will be established broadly and defined more narrowly throughout the testing processes.

#### **Task 3.2: ArcGIS Server Installation and Configuration**

CONSULTANT will install and configure ArcGIS Server on the provided server to use the ArcSDE and ArcServer functionality. The existing GIS database will be reviewed and reconfigured (if needed) by CONSULTANT. These data will be registered as versioned for editing. CONSULTANT will test the functionality of the data within ArcSDE to ensure that the configuration is complete.

A single read-only user will be created for access by Cityworks users. Additional users may be added for maintaining the GIS.

### **Task 3.3: Cityworks Server Installation and Configuration**

CONSULTANT will configure the Cityworks database to work with the OWNER's assets within their GIS. All GIS assets will be given the additional fields required to work within Cityworks and populated with the unique Cityworks identifiers. CONSULTANT will establish the GIS relationships and related tables for the assets (feature classes) within Cityworks so that work can be tracked to an item in a related table and/or to a polygon feature, and all new work order templates will then be linked to the GIS within Cityworks Designer.

**OWNER Responsibility** – Provide the necessary software and servers, setup on the appropriate windows domain, and remote access for CONSULTANT.

**Deliverables** – CONSULTANT will configure the hardware and software necessary on the two servers to support an enterprise GIS and AMS.

### **Task 4 – AMS Data Development and Cityworks Implementation for Water Distribution and Wastewater Collection**

The items discussed within Task 4 will allow us to populate and configure the AMS database so that Water Distribution and Wastewater Collection staff can use the AMS according to the OWNER's best-management practices and recording needs. The information to load into the AMS will include:

- Asset Definitions – all assets included in the GIS geodatabase.
- Work Orders – identified as maintenance and refined using information within the workflow analyses.
- Work Activity Tasks – if required to track progress within work activities.
- Equipment – as identified within the inventory databases.
- Employee Groups and Permissions – as provided by the Department to CONSULTANT.
- Service Requests.
- Inspections.
- Labor Contractors.

#### **Task 4.1: Evaluate Data and Workflow**

The workflow evaluation will help CONSULTANT and the OWNER to implement and maintain a successful AMS. CONSULTANT will attend an onsite workshop for up to 2 days with Water Distribution and Wastewater Collection personnel (including supervisors, crew leaders, and main users) to evaluate the current workflows and discuss how they should be translated or improved for the AMS.

These workshops are an integral component to implementing the AMS. CONSULTANT will define how users identify, report, and track information related to work on an asset. After work is performed on an asset, the work needs to be recorded in the AMS, and any changes to the underlying GIS data need to be

made. The information gathered by CONSULTANT in this workshop will be the foundation for developing the AMS in the following tasks.

CONSULTANT will document these workflow discussions and review the findings and define how to best translate the information to the AMS at our office. CONSULTANT will report these findings to the OWNER and host a teleconference to finalize the information. This information will then dictate the database development in the tasks below.

#### **Task 4.2: Configure Cityworks Database**

CONSULTANT will use the information from Task 4.1 to begin configuring the identified relationships for departments, crews, staff, and assets within Water Distribution and Wastewater Collection.

CONSULTANT will define the primary domains (departments) and groups (crew or other assignment) of responsibility within each domain, and will establish a hierarchy of administrative rights and permissions.

#### **Configure Domain/Groups**

Using input provided by the OWNER, CONSULTANT will establish a working hierarchy of the Utility organizational chart to be used within the AMS. Domains and groups within a domain will have employees assigned according to their need to access information within the AMS.

#### **Configure Work Order Templates**

Optimal use of the works client application requires using preformatted work order templates that contain the associated tasks, equipment, material, and groups (crews) necessary to perform specific activities. Using templates greatly reduces the time needed to properly set up a work order or request for service by establishing the employees, materials, equipment, tasks, and project type (Capital Improvement Project or Maintenance) used on a recurring cycle.

#### **Configure Service Request Templates**

Requests for service often originate outside the organization as public complaints, and Water Distribution and Wastewater Collection will investigate to determine if there is an issue. Similar to work orders, using templates greatly reduces the time needed to properly create a service request.

#### **Configure Inspection Templates**

The Cityworks inspection feature is used to record observations on the condition of a specified asset or as a general form to capture information digitally. Again, optimal use of the Cityworks application requires the use of preformatted inspection templates that contain customizable fields and checklists. Using templates for inspections allows information about an asset to be collected more efficiently and accurately.

CONSULTANT will adjust the ratio of work orders, service requests, and templates at the OWNER's discretion and will create up to a total of 30 templates.

### **GIS Configuration and Map Development**

CONSULTANT will configure the Cityworks database to work with the Water Distribution and Wastewater Collection assets. In addition, CONSULTANT will develop and implement up to one standard map document appropriate to use within the Cityworks Server product for Water Distribution and Wastewater Collection.

### **Cityworks Testing Environment**

CONSULTANT will set up the testing environment for the OWNER. User roles and permissions will be established within SQL server, given logins, and mapped to the databases accordingly.

The testing environment will be in place while additional development occurs onsite and users become fully trained and comfortable with the system.

### **Cityworks Live Rollout**

CONSULTANT will remotely deploy the live rollout for the Water Distribution and Wastewater Collection no sooner than 2 weeks after the initial test environment. Any modifications made before this implementation will be imported into the onsite AMS and configured with ArcSDE.

**Deliverables** – CONSULTANT will provide Water Distribution and Wastewater Collection with a functioning Cityworks Server deployment for utilities that includes up to 30 templates for work orders, service requests, and inspections.

## **Task 5 – Training**

### **Cityworks Server Training**

CONSULTANT will provide up to two personnel for onsite training sessions for Water Distribution and Wastewater Collection Cityworks users. All training will use the OWNER's data. CONSULTANT will use a train the trainer approach and will focus our direct CONSULTANT training on Task 4 personnel identified by the OWNER and CONSULTANT. The training classes should be kept small with everyone having a computer to work on in class. The training will address the following applications:

- Cityworks Designer (1 day) – Cityworks design and administration application
- Cityworks Server for Cityworks Users (1 day):
  - Inboxes.
  - Workflow Training.
  - Service Requests.
  - Work Orders.
  - Search and Display.
  - Project Manager.
  - Standard Cityworks Reporting.

### **SSRS Training**

CONSULTANT will provide one person for one day of onsite training session on the use of SSRS for up to three OWNER personnel. The timing will be agreed upon by the OWNER and CONSULTANT but it may not happen at the same time as the Cityworks administrator and end user training referenced above.

**Deliverables** – CONSULTANT will provide onsite training personnel and hard copy training materials.

### **Task 6 – SQL Reporting**

CONSULTANT will work with the OWNER to define the reports that will be implemented within SQL Server Reporting Services (SSRS). CONSULTANT will spend up to 60 hours on reports for the OWNER. If more detailed, custom reports are requested, CONSULTANT will work with the OWNER to prioritize the effort and/or work under Task 7, Ongoing Support.

**OWNER Responsibility** – Provide timely input and feedback on their preferred reports.

**Deliverables** – CONSULTANT will provide reports configured on the OWNER's SQL Server and accessible through Cityworks.

### **Task 7 – Ongoing Support**

CONSULTANT will provide ongoing support, as needed, to personnel. This task will cover additional items requested by the OWNER such as additional training or reports as the project progresses.

CONSULTANT is expecting to provide up to 80 hours of as-needed support, including up to two onsite visits. Individual support tasks will be discussed and agreed upon by each party prior to beginning each task.

### **Task 8 – Software**

CONSULTANT will provide the Cityworks Server software specifically as indicated in the attached software quote. Server AMS Standard Cityworks Enterprise License Agreement (ELA), Includes Unlimited Quantities of the Identified products:

- Office
- Field
- Respond
- Mobile Native Apps (for iOS/Android)

Includes the following Add-ons:

- Storeroom
- Equipment Checkout
- Contracts
- Cityworks Analytics for AMS
- Cityworks for Excel
- eURL (Enterprise URL)
- Local Government Templates (LGT)
- CCTV Interface for PACP



- MicroPaver Interface
- Service Request API

## Deliverables

The following deliverables are anticipated for this project:

1. Kickoff meeting agenda and meeting minutes.
2. Geodatabase design and populated GIS geodatabase incorporating the OWNER's existing data.
3. Hardware and software configuration on two servers necessary to support enterprise GIS and AMS.
4. Functioning Cityworks Server Deployment including up to 30 templates for work orders, service requests, and inspections.
5. Onsite training, including hard copy training materials.
6. Reports configured on the OWNER's SQL Server accessible through Cityworks.
7. Up to 80 hours of as-needed support.

## Assumptions

1. The OWNER will be responsible for purchasing all hardware and software to support the work in this project. The OWNER will make the hardware and software for the project available to CONSULTANT to use while completing the work outlined in this task assignment.
2. The OWNER will make a remote connection available for CONSULTANT to use throughout this project.
3. CONSULTANT will be migrating the OWNER's existing GIS data into a new enterprise GIS database. CONSULTANT will not be collecting or creating any new GIS data i.e. from field work or hard copy information.
4. Lift stations and Water and Wastewater plants will be addressed in a later phase.

## Proposed Project Schedule

Tasks 1 through 6 are expected to take approximately 7 months to complete. A firm timeline will be developed with the OWNER after receiving the notice to proceed. Task 7 will be scheduled with the OWNER as needed. Task 8: Software will be necessary early in the project.

## Proposed Fee

The City of Venice Cityworks Server Implementation Scope of Work will be completed for a lump sum fee of \$116,244 as detailed on the following table. The total fee amount will be available under this scope of work. The billing for this project will be monthly by percent complete by task. The software cost directly reflects the Cityworks software quote plus sales tax of 6.5%.

Task No.	Task Name	Total Fee
1	Project Planning and Management	\$5,714
2	GIS Recommendations and Data Loading	\$12,440
3	Server Installation and Configuration	\$6,450
4	Cityworks Implementation	\$24,951
5	Training	\$15,289
6	SQL Reporting	\$12,340
7	Ongoing Support	\$14,566
8	Software	\$24,495
	<b>TOTAL</b>	<b>\$116,244</b>



Azteca Systems, LLC  
11075 South State Street, Suite 24  
Sandy, UT 84070  
Corporate Main 801-523-2751  
Corporate Fax 801-523-3734

#### Pricing Quotation

Quote Number 00001912      Created Date 8/1/2017  
Expiration Date 8/31/2017

#### Contact Info

Contact Name Lenox Bramble      Prepared By Dave Bramwell  
Company Name City of Venice, Florida      Phone 801-617-8313  
Phone (941) 480-3333 ext. 224      Email dbramwell@cityworks.com  
Email lbramble@ci.venice.fl.us

Product Code	Product	Quantity	Sales Price	Total Price
CW.ELAAMSSTA.Tier5	ELA - Server AMS STANDARD Tier 5	1.00	\$20,000.00	\$20,000.00
CW.SUBCEAPI.0001	Citizen Engagement API	1.00	\$3,000.00	\$3,000.00

Total Price \$23,000.00  
Grand Total \$23,000.00

#### Support Period Notes and Amounts

Support Notes #1 Year 1      Support Amount \$23,000  
Support Notes #2 Year 2      Support Amount \$33,000  
Support Notes #3 Year 3      Support Amount \$33,000

#### Notes

Quote Notes      Server AMS Standard Enterprise License Agreement (ELA), Includes Unlimited Quantities of the Identified Products:  
Office  
Tablet  
Respond  
Mobile Native Apps (for iOS/Android)

--Includes the following Add-ons:  
Storeroom  
Equipment Checkout  
Contracts  
Cityworks Analytics for AMS  
Cityworks for Excel  
eURL (Enterprise URL)  
CCTV Interface for PACP  
MicroPaver Interface  
Local Government Templates (LGT)  
Use of Cityworks AMS Application Programming Interfaces (APIs) with commercially available Cityworks-centric applications that are licensed and maintained by authorized Cityworks partners

Annual fee is based on 10,001 - 25,000 population range

#### AZTECA SYSTEMS QUOTATION TERMS AND CONDITIONS COPYRIGHT 1995 - 2017

All quotations are valid for ninety-days (90) from the date above, unless otherwise stated in this quotation form. All prices quoted are in USD, unless specifically provided otherwise, above. These prices and terms are valid only for items purchased for use and delivery within the United States.



Azteca Systems, LLC  
11075 South State Street, Suite 24  
Sandy, UT 84070  
Corporate Main 801-523-2751  
Corporate Fax 801-523-3734

Unless otherwise referenced, this quotation is for the Cityworks software referenced above only. Pricing for implementation services (installation, configuration, training, etc.), or other software applications is provided separately and upon request.

The procurement, installation and administration of the Esri software utilized in conjunction with Cityworks will be the responsibility of the customer.

The procurement, installation and administration of the RDBMS utilized in conjunction with Cityworks will be the responsibility of the customer. Currently, Cityworks supports Oracle and SQL Server.

The procurement, installation and administration of the infrastructure (hardware and networking) utilized in conjunction with Cityworks will be the responsibility of the customer.

This quotation information is confidential and proprietary and may not be copied or released other than for the express purpose of the current system selection and purchase. This information may not be given to outside parties or used for any other purpose without written consent from Azteca Systems, LLC.

#### Order Process

The order process is initiated when Azteca Systems receives either a Purchase Order with invoicing instructions or some form of advance payment. Additional documents will be required including, the Cityworks Software License Agreement, Addendums to the software license agreement, and Cityworks Site Profile to complete your order. The need for these documents may vary by the type of software ordered or generally accepted industry practices. Please consult your Account Representative for assistance. If delivery must be expedited, please notify your Account Representative.

To expedite your order, please reference this quotation number.

#### Software Licensing

All Azteca Systems software offered in this quotation are commercial off-the-shelf (COTS) software developed at private expense, and is subject to the terms and conditions of the "Cityworks Software License Agreement" and any and all addendums or amendments thereto. A fully executed copy of the Software License Agreement and any addendum(s) is required before delivery and installation.

These items are controlled by the U.S. Government and authorized for export only to the country of ultimate destination for use by the ultimate consignee, client, licensee, or end-user(s) herein identified. They may not be resold, transferred, or otherwise disposed of, to any other country or to any person other than the authorized ultimate consignee or end-user(s), either in their original form or after being incorporated into other items, without first obtaining approval from the U.S. government or as otherwise authorized by U.S. law and regulations.

#### Delivery

Allow thirty-days (30) from Azteca System's receipt of the Purchase Order, signed Software License Agreement, Maintenance Addendum, and other documents, as required.

Delivery method is by way of download through Azteca Systems, LLC customer support web portal.

#### Payment Terms

Net thirty (30) days.

#### Taxes

Prices quoted do not include any applicable state, sales, local, or use taxes unless so stated. In preparing your budget and/or Purchase Order, please allow for any applicable taxes, including, sales, state, local or use taxes as necessary. Azteca Systems reserves the right to collect any applicable sales, use or other taxes tax assessed by or as required by law. Azteca Systems reserves the right to add any applicable tax to the invoice, unless proof with the order is shown that your organization or entity is tax exempt or if it pays any applicable tax directly.

Accepted by: \_\_\_\_\_

\_\_\_\_\_  
Title

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date

