



**AMENDMENT NO. 1  
PROFESSIONAL SERVICES AGREEMENT**

This Amendment to Professional Services Agreement ("***Amendment***") is effective as of the date of the Mayor's signature below, and is between the City of Everett, a Washington municipal corporation (the "***City***"), and the person identified as the Service Provider below ("***Service Provider***"). The City and Service Provider are parties to the Professional Services Agreement described below, as may be previously amended ("***Agreement***"). In consideration of the covenants, terms and conditions set forth below, and for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and Service Provider agree to amend the Agreement as set forth below:

|                                |                     |
|--------------------------------|---------------------|
| <b>Service Provider</b>        | Timmons Group, Inc. |
| <b>City Project Manager</b>    | Grant Moen          |
|                                | gmoen@everettwa.gov |
| <b>Original Agreement Date</b> | 12/4/2020           |

| <b>AMENDMENTS</b>                      |   |     |
|--|---|-----|
| <b>New Completion Date</b>             | If this Amendment changes the Completion Date, enter the new Completion Date: n/a<br><br>If no new date is entered, this Amendment does not change the Completion Date. |     |
| <b>New Maximum Compensation Amount</b> | If this Amendment changes compensation, complete the following table. If the table is not completed, this Amendment does not change compensation.                       |     |
|  | Maximum Compensation Amount Prior to this Amendment   | n/a |
|  | Compensation Added (or Subtracted) by this Amendment  | n/a |
|  | <b>Maximum Compensation Amount After this Amendment</b>   | n/a |


|                                      |  |  |
|--------------------------------------|--|--|
| <b>Changes to Scope of Work</b>      | Scope of Work is REVISED as set forth in the attachment to this Amendment, per Agreement Section 8.  | Leaving selection as "Click for Dropdown Menu" means no change to Scope of Work. |
| <b>Other Amendments</b>              | n/a  |  |
| <b>Standard Amendment Provisions</b> | Regardless of the date(s) on which this Amendment is signed by the parties, and regardless of any Agreement completion date(s) that may have been in the Agreement prior to this Amendment, the parties agree that the Agreement is deemed continuously in effect since the Original Agreement Date.   |  |
|                                      | This Amendment may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document. AdobeSign signatures are fully binding. Any ink, electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Amendment will be deemed an original signature and will be fully enforceable as an original signature. |  |
|                                      | All provisions in the Agreement shall remain in effect except as expressly modified by this Amendment.   |  |

**SIGNATURES ON FOLLOWING PAGE**

IN WITNESS WHEREOF, the City and Service Provider have executed this Amendment.

**CITY OF EVERETT  
WASHINGTON**

**TIMMONS GROUP, INC.**



Cassie Franklin, Mayor

Signature: Ronald R. Butcher

Name of Signer: Ronald R. Butcher

Signer's Email Address: Ron.butcher@timmons.com

Title of Signer: Director of Asset Management Services

11/08/2023

Date

ATTEST



Office of the City Clerk



STANDARD DOCUMENT  
APPROVED AS TO FORM  
OFFICE OF THE CITY ATTORNEY  
JULY 14, 2023

# CHANGE ORDER

## PROJECT INFORMATION

|                |   |                                  |  |
|----------------|---|----------------------------------|--|
| Project        | 47656 - Cityworks AMS Implementation              | Date                             | September 26, 2023   |
| Client Contact | Grant Moen<br>425-257-8947<br>GMoen@everettwa.gov | Timmons Group<br>Project Manager | Lauren Sullivan<br>(858) 254-3873<br>lauren.sullivan@timmons.com |

Everett has requested a scope of work to add additional services and remove some items from the existing contract with Timmons Group to implement the Cityworks Asset Management software. These services include adding an additional sprint to the configuration phase for the Technical Services Group, modifying the fields associated with the CIS Infinity integration, and descopeing the services from Timmons Group to integrate Cityworks with the CivicPlus software such that the budget and hours may be repurposed for Post Go Live Support.

Timmons Group will provide the requested services outlined in the attached Scope of Work. Services will be performed on a Fixed Fee basis in accordance with the existing contract.

Services will be provided in a timely and efficient manner. Timmons Group will keep the City informed of the job status and any necessary modifications/addendums. Acknowledgment and Acceptance of this Letter of Agreement constitutes Scope of Work and fee schedule acceptance by the City and Timmons Group. Significant alterations or deviations from the SOW will be incorporated by written addendum.

Timmons Group will proceed upon receipt of this signed agreement.

Acknowledged & Accepted:

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

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

## PURPOSE STATEMENT/OBJECTIVE

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The City of Everett (City) is currently working with Timmons Group to implement the Cityworks asset management software solution. The project began in early 2021. During implementation, project staff noted that the CivicPlus integration was no longer desired as the City would like to move to the SeeClickFix solution in the future. City staff also determined during discovery for the SCADA integration that the desired functionality was no longer necessary. Discovery and documentation efforts were completed but all further efforts will be descope. Additionally, during CIS Infinity integration rollout, staff noted that the fields associated with the query to update the existing water service line layer needed modification after the integration was already taken live. Finally, staff requested the addition of the Technical Services Group to the sprint configuration phase of the project.

### *Within This Document*

In this document, the City will find the following:

- Proposed Implementation Change
- Proposed Change to Project Schedule
- Cost Adjustment Summary

## SCOPE OF WORK

### IMPLEMENTATION CHANGE

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#### *The original agreement will be amended to the following:*

Our scope of services will see Cityworks Server AMS implemented with the following additions:

- Addition of TSG sprint effort
- Modification of CIS Infinity integration (additional field added)

The scope will see our implementation amended by the following deletions:

- Removal of CivicPlus integration and hours/budget freed for additional services or ad-hoc support
- Removal of remainder of SCADA integration and hours/budget freed for additional services or ad-hoc support

### Additional Scope Tasks

#### *Task 1: Technical Services Group – Configuration Sprint*

As the Technical Services Group utilizes the same assets as the Water Filtration and Water Pollution Control groups, Timmons Group sees no need for additional work related to the asset hierarchy in support of Technical Services. This task comprises the following:

- Discovery workshop meetings will be held to review current business processes, business drivers, and systems used at this time. The team will also discuss best practices in asset management and work to understand any requirements from the City.
- Following the discovery workshops, a configuration sprint will begin, lasting 3 weeks in length
- Configuration sprints will culminate in a 2-hour review meeting with the pertinent members of the City's team where the City will have the opportunity to provide feedback for any necessary remediation.

Services for this task will include, but are not limited to:

- Work activity templates
- Work activity default roles and responsibilities where they exist
- Identification of data elements that are necessary to capture with any activity type
- Inventory (material) types and requirements as they exist in relation to work activity
- Equipment types and requirements as they exist in relation to work activity
- Existing datasets used or slated to be used in the proposed work activity processes

- Work activity printout forms or print templates where necessary
- Reporting or data tracking needs or requirements as they relate to work activity processes

**City Responsibility** – Everett will attend discovery meetings and provide information to Timmons Group outlining how to set up the desired work activities in Cityworks. Everett will attend the configuration review session and provide feedback.

**Deliverables** – TG staff will host the discovery workshops and complete Cityworks configuration for Technical Services Group as agreed upon by both parties.

**Assumptions** – City will review and comment on all documentation within 10 business days or a mutually agreed upon timeframe. Timmons Group staff will have full access to the Cityworks environment for configuration. City will be present and participate in all meetings for discovery and configuration sprints. City will provide any necessary documentation for current ('As-is') business processes including standard operating procedures, work forms, and/or reports where they exist.

### **Task 2: CIS Infinity Integration – Query Fields**

The development team will modify the fields provided to the CIS Integration outlined in the original CIS Infinity Integration document.

**The following fields will be added from CIS Infinity system tables:**

- RemoteID

**City Responsibility** – Everett will test customization prior to Go Live and provide feedback.

**Deliverables** – TG staff will complete coding change by request as agreed upon by both parties.

**Assumptions** – Enhancements or changes not outlined in the original request will not be included.

## **Removed Scope Tasks**

### **Phase 5, Task 17: CivicPlus Integration**

Timmons Group will design and develop the integration between CivicPlus and Cityworks. The integration will imitate the current "Public Works Service Request Form" available on the City's CivicPlus website. The integration will enable functionality so that when requests are submitted online, a matching service request is created in Cityworks.

#### **Phase 5, Task 17: City Responsibility:**

- City will schedule and provide attendance at discovery workshop for integration functional requirements & design. (8-16 hours)
- Review of design documents once designed (2-4 FTE hours)

#### **Phase 5, Task 17: Timmons Group Responsibilities and Deliverables:**

- Develop integration per functional requirements
- Create a service request in Cityworks when a request is taken through the Public Works Service Request form on the City's website.

#### **Phase 5, Task 17: Assumptions:**

- City IT will provide assistance for Timmons staff in support of this effort.
- Assistance from CivicPlus may be necessary for the completion of this task. The City will be responsible for aiding communication between all parties involved.
- City will provide review comments within 10 business days or a mutually agreed upon timeframe
- Everett does not currently have a 311 system in place and have been looking into Open311 options.
- Everett would like to integrate with a public facing 311 system like SeeClickFix or RockSolid in the future. This would be a phase 2 task.

#### **Phase 5, Task 17: Estimated Timeframe:**

- The development of the integration will require approximately 6-10 weeks



### Phase 5, Task 19: Wonderware/SCADA Integration

Timmons Group will design and develop the integration between Wonderware (SCADA) and Cityworks to send asset readings into Cityworks to automatically create work orders in Cityworks for operations staff based on the readings from SCADA. Work orders would be associated with a related GIS asset and would be triggered both for corrective work (max or min threshold hit) as well as preventive maintenance cycles (every 10 runtime hours) based on settings defined in Cityworks.

#### Phase 5, Task 19: City Responsibility:

- City will schedule and provide attendance at discovery workshop for integration functional requirements & design. (8-16 hours)
- Review of design documents once designed (2-4 FTE hours)

#### Phase 5, Task 19: Timmons Group Responsibilities and Deliverables:

- Develop integration per functional requirements
- Develop list of assets, their SCADA tag number, and associated work activities to be triggered by interval or threshold readings.
- Verify GIS data will support the integration and recommend changes if needed.
- Configure work orders
- Configure asset reading settings for assets
- Design, build, test, and deploy application that will use Cityworks API to import asset readings from SCADA historian into Cityworks.

#### Phase 5, Task 19: Assumptions:

- Everett is responsible for revising GIS data model and capturing asset data to support this integration.
- Everett is responsible for any changes to the network and IT infrastructure (if needed) to make the SCADA historian data available to Cityworks.
- This integration will be designed to trigger work activities based off measured asset reading value (pressure, runtime hours, etc.) provided from SCADA. The functionality will not include the ability to trigger work from a combination of reading value and time.
- City will provide review comments within 10 business days or a mutually agreed upon timeframe
- It has been indicated by Everett that triggered PM activities only need to be based on asset readings and do not need to include time.

#### Phase 5, Task 19: Estimated Timeframe:

- The development of the integration will require approximately 8-10 weeks

## PROPOSED CHANGE TO PROJECT SCHEDULE

Timmons Group has already begun or completed the additional tasks outlined herein. No additional changes to the project schedule are anticipated.

## COST ADJUSTMENT SUMMARY

### *Impacts to existing project budget:*

The following table outlines our total cost for the additional proposed Scope of Work.

| Costs  | Cost          | Comments   |
|--|---------------|--|
| Technical Services Group - configuration                       | \$12,560.00   |  |
| CIS Infinity Adjustment  | \$940.00      |  |
| Additional Ad-hoc support repurposed from integrations (below) | \$12,462.40   |  |
| Descope of CivicPlus integration                               | (13,210.40)   |  |
| Descope of SCADA integration                                   | (12,752.00)   | Adjusted for SCADA integration discovery and documentation (delivered) |
| <b>Total</b>   | <b>\$0.00</b> |  |

|                                |                     |   |
|--------------------------------|---------------------|---|
| <b>Adjusted Project Budget</b> | <b>\$639,455.00</b> | No net change from original Project Budget:<br>\$639,455.00 |
|--------------------------------|---------------------|---|

### Payment Milestones

Payment terms will follow those of the existing project contract between City and Timmons Group. Descoped funds will be added to a new bucket indicated as **Post Go Live Enhancements**.

| Project Phase                        | Original Budget | Adjusted Budget | Comments   |
|--------------------------------------|-----------------|-----------------|--|
| 1000 Initial Project Management      | \$11,260.00     | \$11,260.00     |  |
| 2000 Initial Installation            | \$12,495.00     | \$12,495.00     |  |
| 3000 AMS Discovery                   | \$76,780.00     | \$76,780.00     |  |
| 4000 AMS Implementation              | \$207,310.00    | \$207,310.00    |  |
| 5000 AMS Training                    | \$90,070.00     | \$90,070.00     |  |
| 6000 Go Live                         | \$36,190.00     | \$36,190.00     |  |
| 7000 Integration - Granite XP        | \$11,350.00     | \$11,350.00     |  |
| 8000 Integration - Cayenta           | \$26,740.00     | \$26,740.00     |  |
| 9000 Integration - Civic Plus        | \$13,480.00     | \$269.60        | 2% of existing budget billed for CivicPlus/SeeClickFix meeting early in project  |
| 9001 Integration - CIS Infinity      | \$9,665.00      | \$10,605.00     | Modification to integration Post Go Live   |
| 9002 Integration - SCADA             | \$15,940.00     | \$3,188.00      | 20% of existing budget billed against discovery & documentation prior to descoping. Remaining budget to be moved to new phase (9008) |
| 9003 Integration - TRAKiT            | \$9,570.00      | \$9,570.00      |  |
| 9004 Data Conversion                 | \$41,105.00     | \$41,105.00     |  |
| 9005 TimeKeeper                      | \$25,000.00     | \$25,000.00     |  |
| 9006 Ad-hoc Support                  | \$52,500.00     | \$52,500.00     |  |
| (new) 9007 TSG Configuration         | ---             | \$12,560.00     | Addition of TSG configuration to Cityworks   |
| (new) 9008 Post Go Live Enhancements | ---             | \$12,462.40     | To be billed monthly as-utilized.  |

## ASSUMPTIONS

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

1. Deliverables will be tested by Everett within ten (10) business days of delivery. Everett will evaluate the documentation, and previously accepted related functionality, against the agreed upon acceptance criteria to determine acceptance.
2. The outlined payment schedule may adjust if timing of start date, final UAT, holidays, or availability are modified during the project.
3. The Timmons team is responsible for all configuration and technical requirement testing, and will provide Project Manager, Technical Lead, and Business Analyst resources throughout the duration of the project to accommodate this change.



4. Everett is responsible for acceptance testing of all GIS and Cityworks functionality and will provide Project Manager and Subject Matter Expert resources.
5. Everett and Timmons teams are available throughout the duration of the project. Any impacts to availability of any team members from the teams may result in a delay in schedule.
6. Timmons and Everett will use a defined change management process for any changes in services above and beyond the agreed upon scope and cost pursuant to the existing contract executed between the City and Timmons.
7. The Timmons Project Manager and Everett Project Management teams will coordinate throughout the project on progress.
8. Everett will use Timmons tools to track progress, development, and general communication.












# Timmons-Group-CMAMS-Amend#1-GM-SD

Final Audit Report

2023-11-08

|                 |  |
|-----------------|--|
| Created:        | 2023-10-31                                   |
| By:             | Marista Jorve (mjorve@everettwa.gov)         |
| Status:         | Signed                                       |
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## "Timmons-Group-CMAMS-Amend#1-GM-SD" History

-  Document created by Marista Jorve (mjorve@everettwa.gov)  
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-  Signer gmoen@everettwa.gov entered name at signing as Grant Moen  
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