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 have been 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:

Service Provider	Brown and Caldwell
City Project Manager	Jeff Marrs
	jmarrs@everettwa.gov
Original Agreement Date	4/16/2024

AMENDMENTS	
New Completion Date	If this Amendment changes the Completion Date, enter the new Completion Date: Enter new Completion Date, if any If no new date is entered, this Amendment does not change the Completion Date.
New Maximum Compensation Amount	If this Amendment changes compensation, complete the following table. If the table is not completed, this Amendment does not change compensation.

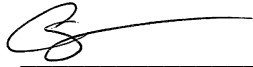|	
Maximum Compensation Amount Prior to this Amendment	$230,774.76
Compensation Added (or Subtracted) by this Amendment	$274,876.00
Maximum Compensation Amount After this Amendment	$505,650.76

Changes to Scope of Work	Scope of Work is changed by ADDING the work in the attachment to this Amendment l	Leaving selection as "Click for Dropdown Menu" means no change to Scope of Work.
Other Provisions	Enter other changes to the Agreement, if any.	
Standard Amendment Provisions	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. From and after the effective date of this Amendment, all references to the Agreement in the Agreement are deemed references to the Agreement as modified by this Amendment.	

SIGNATURES ON FOLLOWING PAGE

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

CITY OF EVERETT
WASHINGTON

BROWN AND CALDWELL

Ruth Hollingsworth
Signature: _____

_____
Cassie Franklin, Mayor

Name of Signer: Vicky Hollingsworth
Signer's Email Address: vhollingsworth@brwncald.com
Title of Signer: Director

02/16/2025
_____
Date

ATTEST

_____
Office of the City Clerk

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

City of Everett – Asset Management Quick Wins and Transmission and Distribution eOM SharePoint

Project Understanding

The City of Everett (City) is enhancing its asset management (AM) approach to manage assets at the Water Filtration Plant and Water Pollution Control Facility proactively and efficiently, thereby improving infrastructure reliability and resiliency. To begin this effort, the City engaged Brown and Caldwell (BC) in 2024 to assess the current AM approach, identify future goals and priorities, and develop a roadmap for implementation. The implementation roadmap maps the next five years of AM efforts and includes "quick win" activities that can be achieved within the first 3-6 months. This amendment aims to execute these "quick win" activities to initiate the City's asset management program.

Additionally, the City has identified the need to develop an electronic operations and maintenance (eOM) SharePoint site for the Transmission and Distribution (T&D) system. Currently, T&D system documents are paper-based. The City intends to transition these documents to a SharePoint site, like the fully developed Water Pollution Control Facility (WPCF) and the in-development Water Filtration Plant (WFP) eOM SharePoint sites. This scope of work includes creating the site and training staff on its use so the City can have consistent O&M documentation accessibility, management, and training across City facilities and systems.

Scope of Work Summary and Work Breakdown Structure

The scope of work for the Project includes 5 Phases and 14 Tasks, which are identified in the following table.

Asset Management Quick Wins and Transmission and Distribution eOM SharePoint			
Phase No.	Phase Name	Task No.	Task Name
Phase 100	Project Management	Task 101	Additional Project Management
Phase 500	Asset Data Framework	Task 501	Asset Definition
		Task 502	Asset Classes / Attributes
		Task 503	Asset Hierarchy and Asset Identification/Naming
		Task 504	Asset Data Framework Enhancement Development
Phase 510	Pilot Collection	Task 511	Preparation / Data Coordination
		Task 512	Field Collection Setup
		Task 513	Pilot Collection
Phase 600	Decision Making and Capital Planning	Task 601	BCE Workflow
Phase 700	Organizational Framework	Task 701	Roles and Responsibilities
		Task 702	AM Adoption Plan
Phase 800	T&D eOM SharePoint	Task 801	Transmission and Distribution eOM Platform Approach
		Task 802	Development, Content Ingestion, and Quality Control

Asset Management Quick Wins and Transmission and Distribution eOM SharePoint		
	Task 803	Final Testing, Training, and Closeout Documentation

Scope Task Descriptions

The task descriptions below include an objective statement, activities/approach, task assumptions, meetings, and work products including which service or item will be provided by BC and Everett staff to complete the task.

Scope assumptions applicable to the overall project are included below.

Project-level Assumptions:

- All deliverables will be delivered in electronic format.
- The City's project manager (PM) will coordinate locations and Everett staff attendance and participation for project meetings and workshops.
- City PM will provide timely, consolidated staff review comments on draft work products.
- City GIS/CMMS staff will conduct proposed/necessary modifications to the asset data framework elements.
- City staff will be available to accompany BC field collection staff within the plants during Pilot Collection.

Phase 100 – Project Management

Phase 100 includes providing management, direction, coordination, and control of all project work, and associated management of project scope, schedule, budget, technical quality, and monthly progress reports and invoices.

Activities/Approach: This task includes the following activities:

- Update the Project Management Plan (PMP), including project scope, budget and schedule, a preliminary project risk register, templates of logs for tracking action items, issues, and decisions, and a project change request template.
- Conduct a project kickoff meeting, including key consultant staff and Everett staff.
- Supervise project staff and manage team budget and schedule.
- Prepare monthly project status reports. Progress reports will identify budget status, progress status, and activities covered with a monthly invoice.
- Conduct monthly calls with the City's PM to review project status, schedule, preliminary project findings and workshop materials, and any project issues.

Everett Responsibilities

- Participate in the project kickoff meeting.
- Review monthly status reports and supporting project documentation for invoice and payment approval.

Task Assumptions

- The kickoff meeting will be scheduled for 1 hour and be attended by up to 4 BC Team members. The kickoff meeting will occur virtually.
- PM meetings will be held by via Teams and will occur monthly with a duration of approximately 1 hour.

Meetings

- Project kickoff meeting
- Monthly PM calls for duration of the project

Work Products

- Monthly progress reports and invoices
- Project kick-off meeting agenda and meeting minutes

Phase 500 – Asset Data Framework

Phase 500 includes all tasks related to establishing the Asset Data Framework.

Task 501 – Asset Definition

Objective: The objective of this subtask is to validate the City's asset management focused asset definition for use by O&M and Engineering at both the plants – WFP and WPCF, which may differ from the City's current definition of an asset for depreciation purposes. The definition should include the criteria under which the item would be considered an asset.

Activities/Approach: This task includes the following activities:

- Conduct Asset Definition Workshop to discuss the criteria for an asset and gain consensus on the City's definition of an asset for use by O&M and Engineering.

Task Assumptions

- Asset definition workshop will be part of Asset Framework Work Session. Budget will be part of Task 501.
- Asset Framework Work Session will occur over 3 days, be attended by up to 3 BC Team members, and occur in-person.
- Asset Framework Work Sessions will consist of a ½ day reviewing Asset Data Framework components and asset definition, ½ day on asset classes/attributes, and 2 full days on asset hierarchy (1 day at both WFP and WPCF).

Everett Responsibilities

- Provide any current, relevant documentation formally defining an asset.
- Gain consensus on the definition of an asset.
- Attend and provide input in the Asset Framework Work Session.

Meetings

- Asset Definition workshop

Work Products

- Asset Definition that will be incorporated into the Asset Data Framework
- Meeting agendas, presentation materials, and meeting notes

Task 502 – Asset Classes / Attributes

Objective: The objective of this subtask is to review, document, and validate appropriate asset classes (asset type) as well as the asset attributes required for those asset classes in GIS and Cityworks.

Activities/Approach: This task includes the following activities:

- Review the asset register/inventory to identify candidate asset classes for the WFP and WPCF in preparation of the asset class/attributes workshop.
- Conduct Asset Class / Attributes Workshop to discuss, refine, and confirm asset classes and attributes. Discuss "common" attributes as well as "asset-specific" attributes for each asset class.
- Review with the City any current work order information to determine those required to meet AM Program objectives including asset cost, condition, and maintenance resource needs.

Task Assumptions

- Asset Classes / Attributes Workshop will be part of Asset Framework Work Session. Expense budget will be part of Task 501.

Everett Responsibilities

- Provide current, updated asset inventory/register and current work order information (previous 3 years of data).
- Attend and provide input in the Asset Framework Work Session.
- Gain consensus on the asset classes / attributes.

Meetings

- Asset Classes /Attributes workshop will be part of Asset Framework Work Session. Expense budget included in Task 501.

Work Products

- Asset classes documentation that will be incorporated into the Asset Data Framework.
- Asset attributes and inventory documentation that will be incorporated into the Strategic Asset Management Plan (SAMP) as part of AM Program - Phase 1 and subsequent Tactical Asset Management Plans (TAMPs).

Task 503 – Asset Hierarchy and Asset Identification/Naming

Objective: The objective of this subtask is to conduct a review of the City's current naming convention and vertical asset hierarchy and propose potential enhancements/updates.

Activities/Approach: This task includes the following activities:

- Conduct review of current asset hierarchy and asset naming convention in GIS and Cityworks.
- Conduct Asset Hierarchy workshop to review findings and discuss potential enhancements/updates to the hierarchy to support the vertical assets.
- Conduct subsequent naming convention based on updated asset hierarchy.

Everett Responsibilities

- Provide current asset hierarchy and naming convention information.
- Attend and provide input in the Asset Framework Work Session.

Meetings

- Asset Hierarchy Workshop will be part of Asset Framework Work Session held in person. Expense budget will be part of Task 501.

Work Products

- Asset hierarchy diagram and naming convention documentation that will be incorporated into the SAMP and TAMPs.

- Finalize development and submittal of Asset Data Framework based on items discussed and confirmed during the workshops.

Task 504 – Asset Data Framework Enhancement Development

Objective: The objective of this subtask is to apply the asset data framework enhancements that have been defined in the previous tasks (Task 501- 503) to the current City data. This would be a collaborative task with the City's GIS Manager and Cityworks Administrator.

Activities/Approach: This task includes the following activities:

- Conduct review meeting to confirm Asset Data Framework developed in Tasks 501 – 503.
- Coordinate with City GIS/CMMS Administrators on the modifications that are defined in Tasks 501-503.
- Test and confirm the modifications to the asset data framework.

Task Assumptions

- Asset Data Framework review meeting will be scheduled for up to 2-hrs and be attended by up to 3 BC Team members. The meeting will be virtual.

Everett Responsibilities

- Coordination/Collaboration on the modifications that will be required to the current asset data framework.
- Conduct the necessary enhancements within GIS to the Data Framework as defined in Task 501 – 503.

Meetings

- Asset Data Framework Review Meeting
- As needed coordination and collaboration meetings.

Phase 510 – Pilot Data Collection

The objective of this subtask is to conduct a pilot collection effort within both the WFP and WPCF to inventory assets for entry into the asset inventory.

Task 511 – Preparation Data Coordination

Objective: Coordinate with the City on which assets will be collected at both the treatment plants and determine how the data will be accessed for the pilot collection.

Activities/Approach: This task includes the following activities:

- Confirm asset data framework updates noted in Task 504 have been addressed and will meet the requirements of the pilot data collection.
- Review existing drawings to understand assets/asset locations within the facilities.
- Coordinate with the City on the georectification of the drawings to the plant locations. These georectified drawings will be used to support the spatial capture of the equipment.
- Coordinate with the City on which data to collect. With the collection occurring at both the WFP and WPCF, the team will want to collect a range of mechanical, electrical, structural and I&C assets within different process groups within the plants.
- Coordinate/Collaborate with GIS Manager and Cityworks Administrator

o   In particular, coordinate on photo capture details, including potential file size.

Task Assumptions

- Enhancements defined in Phase 500 will be completed, in particular, the enhanced hierarchy.
- Data collection details and assumptions are included as part of Task 513.

Everett Responsibilities

- Confirmation of the assets to collect.
- Coordination with BC Team supporting the Pilot collection.

Meetings

- As needed coordination meetings with GIS Manager and Cityworks Administrator.

Work Products

- Confirmed high-level listing of what assets to be collected.

Task 512 – Field Collection Setup

Objective: Perform field setup activities that will allow for the field collection team to collect necessary asset data. Collaborate on labeling of assets.

Activities/Approach: This task includes the following activities:

- Coordinate on acquiring remote devices for use in the field collection.
- Develop and configure Survey123 mobile data collection template forms for capturing asset data and photos into the City's GIS environment.
- Test the electronic forms within the remote devices.
- Present labeling development and label placement options.
- Acquire (Purchase/Rent) label maker for use in creating the labels.

Task Assumptions

- Availability of a GIS environment that allows for web-based, remote access to the inventory data (i.e. ArcGIS Online) and will allow for external users to access and populate that data.

Everett Responsibilities

- Partake in field collection efforts by leading field collection staff around the plant, answering questions and providing any as needed insight regarding the equipment.
- Confirm access on remote devices.

Meetings

- As needed coordination with the City

Work Products

- Configured Survey123 field collection forms
- Test labels

Task 513 – Pilot Collection

Objective: Conduct a pilot collection effort of 1,000 assets; 500 at the WFP and 500 at the WPCF.

Activities/Approach: This task includes the following activities:

- Collect the required attribute data of 1,000 assets within the WFP and WPCF. Data collected will consist of the attribute items defined and confirmed in the asset data framework as well as spatial data.
- QA/QC of the asset data collected.
- Label assets once the data has been collected and QA/QC'd.
- Present the pilot results in a Post-Pilot workshop. Discuss lessons learned and necessary process changes.
- Prepare Technical Memo on results of Pilot Collection.

Task Assumptions

- The Pilot data collection and labeling is anticipated to last 2-3 weeks with the BC Team utilizing 2 resources for the first 2 days of collection, and then 1 resource for the remaining days.
- Field collection will consist of 8-hour days and can be based on Everett plant resource shift schedule.
- Up to 2 photos per asset will be captured (picture of asset, name plate).
- Post-Pilot workshop will be scheduled for up to 2-hours and attended by 3 BC Team members. Post-pilot workshop will occur virtually.
- Where available, data collection will occur via an online connection through WIFI connectivity. In cases where WIFI connectivity is not available, data collection will occur in an offline mode with connecting to WIFI on a regular basis to sync updates.
- Data will be collected on mobile devices supplied by BC.
- Expenses include travel as well as labeling equipment and software, labels, needed field supplies.
- BC will not conduct condition assessments on the equipment being collected.
- BC will not attempt to access any locations that require confined space entry or any other specialized training.
- BC will not attempt to operate or open any equipment on site. BC will only conduct a visual inspection of the equipment for data collection purposes.
- BC will affix labels. Label location will be confirmed with City staff to identify safest location.

Everett Responsibilities

- City resources will be available and nearby the entire time during the field collection.
- City resources will be available to assist, answer questions or clarify items presented by the field collection team.
- City staff will identify site hazards to BC staff and identify appropriate PPE.
- Attendance at the Post-Pilot workshop.

Meetings

- On-Site Safety coordination meetings prior to conducting the field collection.
- Virtual Post-Pilot workshop presenting the results of the field collection including lessons learned and any instances will require a change to the process.

Work Products

- Field collected data populated into the City's GIS.
- Labels attached to those assets that have been collected.

- Virtual Post-Pilot workshop PPT.
- Technical Memo of the results of the Pilot Collection.

Phase 600 – Decision Making and Capital Planning

Phase 600 includes formalizing and documenting the workflow of business case evaluations (BCE) for capital improvement projects.

Task 601 – BCE Workflow

Objective: The objective of this task is to formalize the current capital improvement BCE process by documenting in a process workflow.

Activities/Approach: This task includes the following activities:

- Review existing documentation on the BCE process.
- Conduct meeting with City staff to understand current BCE process.
- Document current BCE process in workflow.

Task Assumptions

- City has a draft BCE process.

Everett Responsibilities

- Provide any current, relevant documentation on BCE process.
- Participate in meeting on BCE process.
- Review and confirm documented BCE workflow.

Meetings

- BCE process meeting

Work Products

- BCE workflow

Phase 700 – Organizational Framework

Phase 700 includes all "quick win" AM organizational framework tasks.

Task 701 – Roles and Responsibilities

Objective: The objective of this task is to define roles and responsibilities for the AM program as outlined in the AM Roadmap.

Activities/Approach: This task includes the following activities:

- Identify roles and responsibilities of AM Development Teams.
- Conduct AM Group chartering meetings to align on roles and responsibilities for AM Development Teams.
- Document Development Teams and their roles and responsibilities in AM Adoption Plan.

Task Assumptions

- There are four (4) AM Development Teams, one for each AM category: Information Systems and Data Management, Decision Making and Capital Planning, Operations and Maintenance, Organizational Framework.
- Each AM Development Team will have one champion with additional support staff.
- Each AM Development Team chartering meeting will be 1-hr and attended by 2 BC Team members. The meeting will be virtual.
- AM Adoption Plan budget is incorporated in Task 702.

Everett Responsibilities
- Assess resource capacity for short- and long-term support of AM Implementation Plan.
- Identify specific personnel that will participate in AM Development Teams responsible for the AM Implementation Plan execution.
- Coordinate on the roles and responsibilities of AM Development Teams.

Meetings
- AM Development Teams Chartering Meetings

Work Products
- AM Adoption Plan

Task 702 – AM Adoption Plan

Objective: The objective of this task is to develop an AM Adoption Plan to assist City staff in understanding their roles and responsibilities that result from implementing an AM program.

Activities/Approach: This task includes the following activities:
- Conduct staff interviews to identify/anticipate areas of resistance and understand current communication needs/channels.
- Create a stakeholder matrix identifying each group, their key influencers, desired outcomes, fears of loss, and potential impact extent.
- Conduct two (2) workshops to discuss AM Adoption components:
  o Workshop 1: AM stakeholders, organizational readiness for change, and resource availability for upcoming AM initiatives
  o Workshop 2: communication roles, strategies, methods, and feedback loops, and monitoring / tracking AM program performance
- Develop an AM Adoption Plan that summarizes change management efforts during AM program implementation, with a focus on effective stakeholder management through comprehensive communication strategies.
- Develop frequency asked questions (FAQ) sheet on AM Program.
- Conduct a meeting to review AM Adoption Plan.

Task Assumptions
- Staff interviews will occur onsite over 1-day.

- AM Adoption workshops will be scheduled for up to 2-hrs and be attended by 2 BC Team members. The workshops will be virtual.
- AM Adoption Plan review meeting will be scheduled for up to 1-hr and be attended by 2 BC Team members. The meeting will be virtual.

Everett Responsibilities

- Participate in interviews, AM Adoption Plan workshops, and AM Adoption Plan review meeting.
- Review and provide feedback on AM Adoption Plan.

Meetings

- AM Adoption Plan Workshops
- AM Adoption Plan Review Meeting

Work Products

- Stakeholder analysis matrix
- AM Adoption Plan
- AM FAQ sheet

Phase 800 – T&D eOM SharePoint

Phase 800 includes all work to develop the Transmission and Distribution eOM SharePoint.

Task 801 – Transmission and Distribution eOM Platform Approach

Objective: Develop Transmission and Distribution eOM SharePoint structure and content migration approach. Setup baseline eOM SharePoint platform.

Activities/Approach: This task includes the following activities:

- Develop a SharePoint architecture that provides structured content migration and population.
- Facilitate workshop with City staff to review:
  - SharePoint development steps
  - SharePoint architecture
  - Responsibilities for collecting, cataloging, reviewing, and migrating information
- Develop a draft eOM SharePoint Structure and Content Migration Plan that summarizes feedback from the workshop, outlines the SharePoint structure, and summarizes the tasks to be completed, content prioritization, and work assignments for content migration execution. After City comments are received, finalize the Plan.
- Conduct coordination meeting(s) with the City to coordinate configuration of the SharePoint site.

Task Assumptions

- SharePoint Structure and Content Migration Approach Workshop will be scheduled for 1 hour and be attended by up to 3 BC Team members. The workshop will be virtual.
- Up to two (2) coordination meetings will be scheduled for 1 hour and be attended by up to 2 BC Team members. The meeting will be virtual.

Everett Responsibilities

- Participate in workshop
- Review and comment on eOM SharePoint Structure and Content Migration Plan
- SharePoint site creation

Meetings

- SharePoint Structure and Content Migration Approach Workshop

Work Products

- Workshop facilitation including agenda and meeting minutes, draft and final
- SharePoint Structure and Content Migration Plan, draft and final
- Configuration of Transmission and Distribution eOM SharePoint site

Task 802 – Development, Content Ingestion, and Quality Control

Objective: Create SharePoint site, manage the content ingestion, provide quality control and oversight of the data and information population.

Activities:

- Create and configure SharePoint site.
- Ingest data and documentation into eOM platform.
- Populate metadata and create views for all new data
- Review quality and content ingestion focused on the usability, applicability, and completeness to provide effective O&M support of the users.

Task Assumptions

- SharePoint site will have eight (8) chapter pages for the major components of the system, and one home page.
- BC will develop a "draft" chapter page for approval by City before proceeding with remaining seven (7) process pages.
- Up to two (2) coordination meetings will be scheduled for 1 hour and be attended by up to 2 BC Team members. The meeting will be virtual.

Everett Responsibilities

- Prepare documentation for ingestion into SharePoint site.
- Review and approve of process page layout.
- SharePoint site styling and branding

Meetings

- Coordination calls, as needed.

Work Products

- Summary comments on review stages

Task 803 – Final Testing, Training, and Closeout Documentation

Objective: Perform final acceptance testing, facilitate user training, and develop closeout documentation.

Activities/Approach: This task includes the following activities:

- Perform final testing and review content migration into the eOM SharePoint. Perform user and function testing of each of the core features and navigation. Document all testing actions and results in a testing log.
- Facilitate training sessions on eOM SharePoint:
  - Training session on user access, navigation, and organization structure of information.
  - Training session on administration, platform maintenance, and editing procedures.
- Document the final eOM SharePoint administration, setup, and editing procedures.

Task Assumptions

- The two (2) training sessions will be scheduled for 1 hour and be attended by up to 3 BC Team members. The training sessions will be virtual.

Everett Responsibilities

- Participate in training sessions
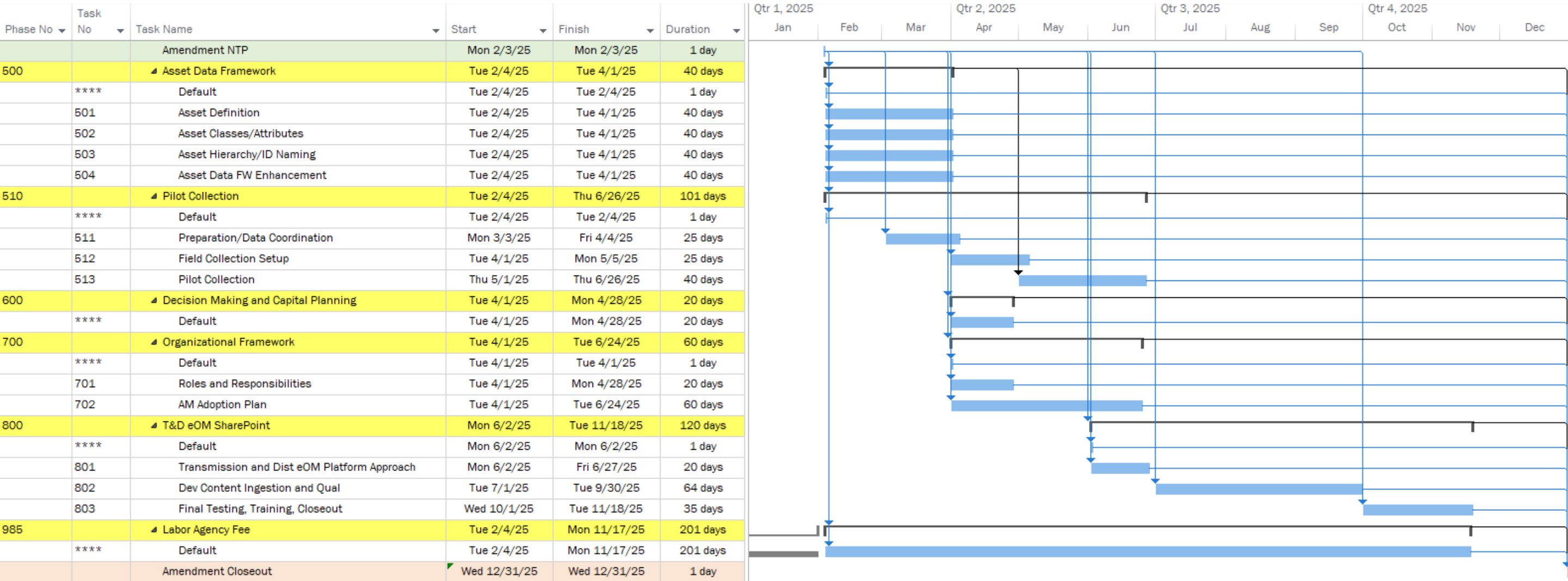
Meetings

- Training sessions

Work Products

- User Acceptance Testing log
- Training agendas, materials, and recordings of training sessions
- Final eOM SharePoint administration memorandum

Schedule

The project NTP is anticipated February 3rd, 2025, and will be completed within the calendar year.

Phase No	Task No	Task Name	Start	Finish	Duration
		Amendment NTP	Mon 2/3/25	Mon 2/3/25	1 day
500		◢ Asset Data Framework	Tue 2/4/25	Tue 4/1/25	40 days
	****	Default	Tue 2/4/25	Tue 2/4/25	1 day
	501	Asset Definition	Tue 2/4/25	Tue 4/1/25	40 days
	502	Asset Classes/Attributes	Tue 2/4/25	Tue 4/1/25	40 days
	503	Asset Hierarchy/ID Naming	Tue 2/4/25	Tue 4/1/25	40 days
	504	Asset Data FW Enhancement	Tue 2/4/25	Tue 4/1/25	40 days
510		◢ Pilot Collection	Tue 2/4/25	Thu 6/26/25	101 days
	****	Default	Tue 2/4/25	Tue 2/4/25	1 day
	511	Preparation/Data Coordination	Mon 3/3/25	Fri 4/4/25	25 days
	512	Field Collection Setup	Tue 4/1/25	Mon 5/5/25	25 days
	513	Pilot Collection	Thu 5/1/25	Thu 6/26/25	40 days
600		◢ Decision Making and Capital Planning	Tue 4/1/25	Mon 4/28/25	20 days
	****	Default	Tue 4/1/25	Mon 4/28/25	20 days
700		◢ Organizational Framework	Tue 4/1/25	Tue 6/24/25	60 days
	****	Default	Tue 4/1/25	Tue 4/1/25	1 day
	701	Roles and Responsibilities	Tue 4/1/25	Mon 4/28/25	20 days
	702	AM Adoption Plan	Tue 4/1/25	Tue 6/24/25	60 days
800		◢ T&D eOM SharePoint	Mon 6/2/25	Tue 11/18/25	120 days
	****	Default	Mon 6/2/25	Mon 6/2/25	1 day
	801	Transmission and Dist eOM Platform Approach	Mon 6/2/25	Fri 6/27/25	20 days
	802	Dev Content Ingestion and Qual	Tue 7/1/25	Tue 9/30/25	64 days
	803	Final Testing, Training, Closeout	Wed 10/1/25	Tue 11/18/25	35 days
985		◢ Labor Agency Fee	Tue 2/4/25	Mon 11/17/25	201 days
	****	Default	Tue 2/4/25	Mon 11/17/25	201 days
		Amendment Closeout	Wed 12/31/25	Wed 12/31/25	1 day

Budget

The estimated budget for this effort is $274,876. The assumptions for the labor hours and staff are provided in the table below.

Phase	Task	Description	Emily Murphy / Project Manager / $205.08	Rhonda Bucasas / Project Analyst / $139.43	Susan Nguyen / Billing / $87.26	Kirk Olds / Technical Advisor / $373.30	Andrew Faley / AM SME / $279.89	Hansa Keswani / AM / $297.73	Savannah Vujastyk / Staff Engineer / $120.61	Benjamin Swan / Pilot Support / $234.62	Gillian Avruskin / Pilot Support / $193.28	Ryan Pulis / IT / $328.67	Thomas Carroll / AM/CMMS / $233.19	Karla Guevarra / Field Collection / $203.13	Wendy Parre / Tech Editing / $140.40	Jennifer Myers / Change Management / $319.28	Mike Simms / eOM Lead / $210.99	Chris Somerlot / eOM SME / $248.37	Total Labor Hours	Labor Total	Total Expense Cost	Total
100		Project Management	90	48	36	0	0	0	0	0	0	0	0	0	0	0	0	0	174	28,291	0	28,291
500		Asset Data Framework	68	0	0	6	28	68	60	0	0	4	32	0	4	0	0	0	270	60,842	4,000	64,842
	501	Asset Definition	16	0	0	2	6	16	16	0	0	0	0	0	0	0	0	0	56	12,401	4,000	16,401
	502	Asset Classes/Attributes	16	0	0	2	6	16	16	0	0	0	0	0	2	0	0	0	58	12,681	0	12,681
	503	Asset Herarchy/ID Naming	28	0	0	2	8	28	28	0	0	0	0	0	2	0	0	0	96	20,722	0	20,722
	504	Asset Data FW Enhancement	8	0	0	0	8	8	0	0	0	4	32	0	0	0	0	0	60	15,038	0	15,038
510		Pilot Collection	32	0	0	0	28	20	0	68	48	4	12	156	4	0	0	0	372	81,947	5,400	87,347
	511	Preparation/Data Coordination	8	0	0	0	8	8	0	8	8	2	4	8	0	0	0	0	54	12,900	0	12,900
	512	Field Collection	8	0	0	0	8	8	0	20	16	2	4	8	0	0	0	0	74	17,261	0	17,261
	513	Pilot Collection	16	0	0	0	12	4	0	40	24	0	4	140	4	0	0	0	244	51,786	5,400	57,186
600		Decision Making and Capital Planning	8	0	0	0	4	16	0	0	0	0	0	0	4	0	0	0	32	8,085	0	8,085
	601	BCE Workflow	8	0	0	0	4	16	0	0	0	0	0	0	4	0	0	0	32	8,085	0	8,085
700		Organizational Framework	86	0	0	4	8	8	40	0	0	0	0	0	2	18	0	0	166	34,603	700	35,303
	701	Roles and Responsibilities	26	0	0	0	4	4	8	0	0	0	0	0	2	0	0	0	44	8,888	0	8,888
	702	AM Adoption Plan	60	0	0	4	4	4	32	0	0	0	0	0	0	18	0	0	122	25,715	700	26,415
800		T&D eOM SharePoint	40	0	0	0	0	0	196	0	0	0	0	0	0	0	72	16	324	51,007	0	51,007
	801	Transmission and Dist eOM Platform Appro	16	0	0	0	0	0	12	0	0	0	0	0	0	0	16	4	48	9,098	0	9,098
	802	Dev Content Ingestion and Qual	12	0	0	0	0	0	160	0	0	0	0	0	0	0	24	8	204	28,809	0	28,809
	803	Final Testing, Training, Closeout	12	0	0	0	0	0	24	0	0	0	0	0	0	0	32	4	72	13,101	0	13,101
		GRAND TOTAL	324	48	36	10	68	112	296	68	48	8	44	156	14	18	72	16	1,338	264,776	10,100	274,876

Brown & Caldwell-WFPEom & AM Maintenance Prg Support-Amend1-JM-SD

Final Audit Report   2025-02-18

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By:	Marista Jorve (mjorve@everettwa.gov)
Status:	Signed
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