

**THIRD AMENDMENT TO
PROFESSIONAL SERVICES AGREEMENT**

Project: Advanced Metering Infrastructure Consulting

THIS THIRD AMENDMENT TO AGREEMENT is made and entered into this ____ day of _____, 20__, by and between the City of Roseville, a municipal corporation ("CITY"), and UtiliWorks Consulting, LLC, a Louisiana limited liability company ("CONSULTANT");
and

W I T N E S S E T H:

WHEREAS, CITY and CONSULTANT previously entered into a Professional Services Agreement dated November 4, 2015, amended on October 18, 2017 and amended on December 20, 2017 ("Agreement") regarding the Advanced Metering Infrastructure Consulting ("Project");
and

WHEREAS, CITY desires to amend the Agreement to include additional services as described in CONSULTANT's attached letter/proposal, which is attached hereto as Exhibit "A" and incorporated herein by reference; and

WHEREAS, CONSULTANT is willing and able to provide such additional services.

NOW, THEREFORE, the parties agree as follows:

1. CONSULTANT shall provide additional services as described in Exhibit "A" of this Third Amendment to Agreement.

2. Paragraph 2 of the Agreement is amended by adding an additional paragraph to read as follows:

"CITY shall pay one six hundred forty-one thousand, eight hundred twenty-five dollars (\$641,825), in consideration of the additional services as set forth in Exhibit "A" to the Third Amendment to Agreement. This brings the total not to exceed contract amount to two million, three hundred three thousand, five hundred forty-nine dollars (\$2,303,549)."


3. All other provisions of the Agreement shall remain unchanged and in full force and effect.

IN WITNESS WHEREOF, the City of Roseville, a municipal corporation, has authorized the execution of this Third Amendment to Agreement in duplicate by its City Manager and attested to by its City Clerk under the authority of Resolution No. _____ adopted by the Council of the City of Roseville on the ____ day of _____, 20____, and CONSULTANT has caused this Third Amendment to Agreement to be executed.

CITY OF ROSEVILLE, a
municipal corporation

UTILIWORKS CONSULTING, LLC, a
Louisiana limited liability company

BY:
DOMINICK CASEY
City Manager

BY: 
its: CEO
Wayne Greenberg, CEO

[SIGNATURES CONTINUED ON FOLLOWING PAGE]

ATTEST:


and

BY: _____

SONIA OROZCO
City Clerk

BY: _____

its: _____


President
Dale Pennington, President

APPROVED AS TO FORM:

BY: _____

ROBERT R. SCHMITT
City Attorney

APPROVED AS TO SUBSTANCE:

BY: _____


Michelle Bertolino (May 29, 2020 06:59 PDT)

MICHELLE BERTOLINO
Electric Utility Director

TAW
TAW

EXHIBIT "A"



2351 Energy Drive, STE 1010,
Baton Rouge, LA 70808
(225) 766-4188
www.utiliworks.com

AMI/MDM Implementation and Deployment Consulting Services Change Order 3

Date: April 14, 2020
To: Caitlin Ornelas
AMI Project Manager
City of Roseville

Scope of Work

UtiliWorks Consulting, LLC ("UtiliWorks") is providing this Change Order #3 (CO3) in response to a request from the City of Roseville ("City" or "Roseville") Project Manager, Caitlin Ornelas. Services outlined in this CO3 will extend the previously contracted services:

- Task 1 - POC Project Management: Provide continued POC Project Management services to support the City through the Beta Proof of Concept (POC) Phase expected to conclude in July 2021.
- Task 2 - Business Process Re-Engineering: Provide continued business process re-engineering services with Electric and Environmental Utilities (EU).
- Task 6 - Full Deployment Project Management: Provide continued Full Deployment Project Management services for a period of six (6) months upon phase initiation. This phase is expected to start in August 2021.
- Task 7 - Integration Support Services: Provide continued integration support services to support the City during integration activities expected to conclude in May 2021.

Each of the above tasks are described in more detail in this CO3 along with corresponding fees.

Task 1 – POC Project Management

UtiliWorks will continue to provide Project Management, subject matter expertise, and sponsorship/executive oversight as detailed in Task 1 - POC Project Management in the Second Amendment to Professional Services Agreement Advanced Metering Infrastructure Consulting. UtiliWorks budget for this Task 1 will be exhausted come June 30, 2020. UtiliWorks POC PM support will continue through July 31, 2021, which is an additional 13 months.

Task 2 – Business Process Re-Engineering

UtiliWorks will work with Roseville's Electric and EU Departments to design use cases for existing and new business processes and programs impacted by AMI that are outside the domain of Finance. UtiliWorks will work with Roseville to identify and prioritize use cases of high interest, develop the business case for those prioritized use cases, conduct a series of use case development and documentation workshops. Finally, UtiliWorks will work with Roseville resources to reconcile use cases between Electric and EU with those developed by other departments (e.g., Finance and IT) to ensure continuity.

Task 2.1 - Identify/Prioritize Use Cases

UtiliWorks will develop a list of use cases for the Electric and EU departments to review. The use cases will range from day-to-day tasks, such as exchanging a meter, to larger scale programs such as Demand Side Management (DSM). Both Electric and EU will review the use cases to remove use cases that are not applicable and add any that may have been missed. UtiliWorks will meet with Electric and EU to prioritize use cases in order from those that are most critical to be designed and documented prior to Full Deployment to those that can be postponed for future efforts.

Assumptions:

- *UtiliWorks will work exclusively with the Electric and EU Departments to identify and prioritize use cases.*

Deliverables:

- *Initial lists of use cases for Electric and EU Departments (total of at least 60 use cases)*
- *Remote workshops to prioritize list of use cases with each department*
- *Final prioritized lists of use cases for Electric and EU*

Task 2.2 - Use Case/Business Process Design Workshops

Once priorities have been established, UtiliWorks will use previously gathered information to create draft documents for each high priority use case including a description, business rules, actors, triggers, pre- and post-conditions, and step-by-step process.

UtiliWorks will work with the Roseville teams to conduct a series of use case/business process workshops with the objective of updating the draft documentation to accurately reflect the future state business process by department. There will be a revision cycle during which time Roseville will review and revise documents to ensure their accuracy. The use case documentation will be used for test case development and training documentation throughout Beta phase.

Assumptions:

- *UtiliWorks assumes up to 45 use cases will be documented*
- *Based on the nature of the use case, UtiliWorks may shadow Roseville staff to fully document processes to support the use case*
- *Process flow diagrams are not included in the current scope*

Deliverables:

- *Use case documentation (.docx)*

Task 2.3 - Reconciliation of Inter-Departmental Use Cases

UtiliWorks will work with Electric, EU, and resources from other departments (e.g., Finance and IT) to review related use cases to ensure that the overarching business process aligns, and hand-offs are documented between departments. UtiliWorks will:

- *Identify missing, incorrect, or inadequate hand-offs between use cases developed by Electric/EU and those in other departments*

- Execute needed changes in UtiliWorks-created documentation for Electric and EU use cases

Assumptions:

- *A representative from Electric, EU, and other departments familiar with the use cases will work with UtiliWorks to identify and correlate related use cases.*
- *UtiliWorks will only review use case documentation from Electric and EU for accuracy and will not make changes to documentation from other departments.*
- *UtiliWorks will ensure the hand-off between Electric/EU and other departments is present when appropriate.*

Deliverables:

- *List of missing, incorrect, or inadequate hand-offs between Electric/EU use cases and use cases from other departments*
- *Updates to UtiliWorks-created documentation for Electric and EU*

Task 6 – Full Deployment Project Management

Per Change Order 1 - Reallocate Full Deployment Project Management to Proof of Concept Phase, the City requested that UtiliWorks shift funds that were initially budgeted for this Task 6 to Task 1 - POC Project Management. Per this Change Order 3, the City has requested that UtiliWorks provide six (6) months of full deployment project management support upon phase initiation. The tasks to be performed align with UtiliWorks original scope of work for Task 6 - Full Deployment Project Management as detailed in Task 1 - POC Project Management in the Second Amendment to Professional Services Agreement Advanced Metering Infrastructure Consulting.

Task 7 – Integration Support Services

Per Change Order 2 - Reallocate Business Process Re-Engineering and Contingency to Integration Support Services, the City requested that UtiliWorks provide integration support services including but not limited to use case discovery and review, vendor integration workshops, and vendor solution proposal analysis. Per this Change Order 3, the City has requested that UtiliWorks provide continued integration support services. The tasks to be performed align with UtiliWorks Task 7 - Integration Support Services in Change Order 2.



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Fees

Task	Fee	Change Order #3
POC Project Management	\$ 882,840	\$ 347,620
Full Deployment Project Management		\$ 140,400
<u>Business Process Re-Engineering</u>		
Pass 1 - Current State	\$ 32,500	
Pass 2 - Proposed Future State	\$ 32,500	\$ 47,188
Pass 3 - As-Built Future State	\$ 42,500	\$ (3,800)
Business Process Audit	\$ 32,500	
<u>Implementation Planning & Documentation</u>		
Integrated POC Implementation Plan	\$ 22,000	\$ -
Integrated Test Plan	\$ 16,000	\$ -
Field Deployment Plan	\$ 24,000	\$ -
<u>Business Intelligence & Reporting</u>		
Discovery & Use Case Identification	\$ 35,000	\$ -
Use Case Development	\$ 40,000	\$ -
Recommendations Report	\$ 25,000	\$ -
<u>Awareness & Education Campaign</u>		
Campaign Design	\$ 14,000	\$ -
Organizational Awareness	\$ 19,000	\$ -
Customer Communications	\$ 18,000	\$ -
Integration Support Services	\$ 50,000	\$ 103,200
Travel	\$ 105,000	\$ 69,301
Change Request Sub-total		\$ 703,909
Contingency	\$ 62,084	\$ (62,084)
Change Request Total		\$ 641,825

Additional travel expenses are estimated at \$2,000 per trip. Additional travel budget is anticipated to support the UtiliWorks scope.



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Approvals

The City of Roseville hereby agrees to the above as an extension to the scope for the executed AMI/MDM Implementation agreement.

Delivered by: Dale Pennington
UtiliWorks Consulting, LLC

Date 4/29/2020

Approved by: Michelle Bertolino
City of Roseville

Date May 1, 2020

Approved by: Dominick Casey
City of Roseville

Date _____

Signature:

Email: twhite@roseville.ca.us