

AMENDMENT NO. 4
TO
CONTRACT FOR PROFESSIONAL ENGINEERING SERVICES
W.O. 20-33
PUBLIC WORKS PROFESSIONAL GEOGRAPHIC INFORMATION
SYSTEMS (GIS) SERVICES

THIS AGREEMENT, made and entered into on _____, 2023, by and between the following:

CITY OF BILLINGS, a Municipal Corporation,
Billings, Montana 59103,
Hereinafter designated the City

and

HDR Engineering, Inc.
970 South 29th Street West
Billings, Montana 59102
Hereinafter designated the Contractor

WITNESSETH:

WHEREAS, the City and Contractor have entered into a contract dated January 14, 2020, for Contractor to provide engineering services to the City for Work Order 20-33 Public Works Professional GIS Services, and;

WHEREAS, the City has need for additional engineering services, and;

WHEREAS, the City has authority to contract for consulting engineering services, and;

WHEREAS, the Contractor represents that he is qualified to perform such services, is in compliance with Montana Statutes relating to the registration of professional engineers and is willing to furnish such services to the City;

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance contained herein, or attached and incorporated herein, the Parties hereto agree as follows:

This amendment covers three main elements:

- The addition of a task for ongoing operations and maintenance GIS services support.
- The addition of a task for the implementation of Cityworks for the wastewater treatment plant (WWTP).
- The addition of a task for integration of customer information system (CIS) data and GIS.
- Extension of contract through the end of 2023, including additional hours for project management support.

Exhibit A – Scope of Services.

Add the following under Task 501 Project Management:

- HDR will extend project management activities through the end of December 2023. Including travel for up to four trips.

Add the following **Task 1900 WWTP Cityworks Implementation:**

Assist the City of Billings's Wastewater Treatment Plant (WWTP) to implement the Cityworks computerized maintenance management system. This includes configuring Cityworks to the WWTP's requirements, training staff on using Cityworks and Cityworks Mobile and associated processes and supporting initial production use of Cityworks. In addition, post-implementation Cityworks support will be provided to the WWTP staff.

Objectives:

- Conduct needs assessment including a kick-off meeting and onsite staff interviews
- Review completed asset hierarchy including one, four-hour review workshop
- Document business processes for all work orders, service requests, and inspections
- Create templates for work orders, service requests, inspections, and preventive maintenance
- Update the remaining settings in Designer, including employees, preferences, equipment, materials, labor, and crews
- Support Cityworks Mobile configuration, testing, and training
- Develop three dashboards, one for each of these focus areas: management, supervisors, and crews
- Conduct one-week of onsite Cityworks training with WWTP staff, including users, supervisors, and system administrators

Deliverables:

- Final documentation of processes, requested changes, and templates

Assumptions:

- One two-hour in person kick-off meeting
- Eight one-hour bi-weekly remote check in meetings with the City
- Fee includes up to 10 hours per month for six months of post-implementation support
- The City will manage access and licensing for Cityworks

Add the following **Task 2000 CIS/GIS Data Link**

Integrate customer information system (CIS) data with GIS. Using common ID field from GIS with CIS to create a relationship class tying the CIS data table to customer locations. Establish automated process to keep CIS data table up-to-date in SDE.

Deliverables:

- Implementation of process integrate CIS data and GIS.
- Technical Memorandum summarizing integration and workflows.

Assumptions:

- Task will commence once City has procured new CIS system.
- City IT and GIS staff will be available to answer questions and support implementations.
- HDR staff will have access to the City's production GIS environment and IT resources to author process to link Innoprise and GIS.
- HDR staff will have access to Innoprise and Smartwater systems.

Add the following **Task 2100 On Call GIS Support**

This task provides for ongoing operations and maintenance GIS services support. Specific activities and deliverables to be agreed upon and approved by client and HDR.

Deliverables:

- As defined for each approved activity

Assumptions:

- HDR will provide up to 240 hours of support for this task (estimated at 20 hours/month).

Exhibit B – Payment.

- Increase in cost in Section 1.A:

1. Task 0500 Project Management	\$26,520
2. Task 1900 WWTP Cityworks	\$77,385
3. Task 2000 CIS/GIS Data	\$19,875
4. Task 2100 On Call GIS Services	\$42,724

Exhibit E – Schedule.

Update the schedule as follows:

- A. Portal Implementation – August 2022 - DONE
- B. WTP Underground Utility Mapping – July 2022 - DONE
- C. Asset Management and Cityworks Updates – October 2022 DONE
- D. Workflows and Integration/Planning & Analysis – January 2023
- E. Utility Network - Water Distribution Pilot Implementation – December 2022
- F. Public Works GIS Database Updates – November 2022
- G. Workflows and Integration/Operations – December 2022
- H. Workflows and Integration/Data Management – December 2022
- I. Training Workshops – July 2022
- J. Constituent Engagement Tools – February 2023
- K. Locate Tracking – February 2022
- L. LiGO Integration – January 2022
- M. WWTP Cityworks Updates - May 2023
- N. Phase 2 Standard Operating Procedures Documentation – February 2023
- O. CIS/GIS Integration – October 2023

CONSULTANT

NAME: _____

BY: _____

TITLE: _____

DATE: _____

CITY OF BILLINGS, MONTANA

BY: _____
Mayor

DATE: _____