

FARR WEST

ENGINEERING

May 15, 2015

Michael Drinkwater, P.E.
Treatment Plant Manager
Truckee Meadows Water Reclamation Facility
8500 Clean Water Way
Reno, NV 89502

RE: TMWRF CMMS/ASSET MANAGEMENT PLANNING AND IMPLEMENTATION

Dear Michael,

Farr West appreciates the opportunity to present this scope of work to assist with the planning and implementation of TMWRF's asset management program and computerized maintenance management system (CMMS). As part of this scope, Farr West will assist TMWRF staff in developing a long-term asset management plan as well as facilitate the implementation of the eRPortal CMMS software. Our tasks within this scope of work are detailed below.

Task 1: Asset Management Planning

A vital initial step in an asset management program is to develop initial implementation expectations, as well as long-term asset management goals. This process will not only facilitate the efficient implementation of the eRPortal CMMS software, but also provide TMWRF with a long term plan which defines tasks and milestones for continued development of the asset management program.

Farr West will assist the TMWRF project team to clarify and define the goals and expectations of the eRPortal implementation. We propose to meet with each individual work group (i.e. Operations, Maintenance, Inventory, IT, etc.) to discuss current business processes and workflows and identify short and long term goals. The short term planning process, including business processes and workflows, as well as identifying assets to be included in the initial implementation, will prepare and organize the TMWRF team for the eRPortal implementation tasks. The long-term planning effort will address future data collection, work management, and asset management goals such as:

- Development of a GIS for underground infrastructure, pavement, sidewalks, curb & gutter, component footprints (i.e. Filtration, Digesters, Facilities/buildings, etc.);
- Incorporation of pipe galleries and associated assets;

- Defining miscellaneous assets that will require work orders; and
- Bar code inventory management.

More long-term goals will be defined throughout this planning task.

At the conclusion of this task, Farr West will provide a technical memorandum documenting the short and long-term CMMS and asset management strategy for TMWRF. This will provide a roadmap of when and how these items will be addressed within the implementation process.

Task 2: eRPortal Implementation Support

Under this task, Farr West will facilitate the implementation of the eRPortal software. Our tasks are based on the scope of work provided by eRPortal and include attending each implementation webinar and on-site meeting with TMWRF staff, as well as holding additional team meetings between webinars to address the following:

- Agenda reviews and homework assignments;
 - Ensure understanding of the homework assignments to each team member,
 - Facilitate preparation of assignments and completion,
- Facilitate execution of tasks;
- Webinar meeting minutes, action items, next steps; and
- Training on eRPortal software.

Based on the eRPortal scope of work, we have assumed 20 implementation webinars, and up to 30 webinar preparation meetings with TMWRF staff.

Farr West will manage the tasks assigned from eRPortal, assist the team in deciphering who is best suited to complete each task and how these tasks will be accomplished, schedule the completion of each task, and hold reviews of the information collected prior to the next webinar.

Task 3: Project Management

This task includes the overall project management and client coordination efforts throughout the project. These tasks include, but are not limited to, coordination with TMWRF staff, management of Farr West staff, preparation of monthly status report and invoices, and associated administrative time. This task also include coordination with eRPortal staff in implementation items.

Farr West Engineering proposes to perform the above scope of services for an estimated fee not to exceed \$78,900.00. The estimated fee will not be exceeded without prior authorization. The work will be billed on a time and expense basis according to the 2015 Farr West Fee Schedule attached as Exhibit A. The task breakdown and fee estimate are attached as Exhibit B.

Please contact me at (775) 853-7263 if you have any questions regarding this SOW. We are prepared to commence work immediately upon your authorization.

Sincerely,

A handwritten signature in blue ink, appearing to read "Dave Hunt", with a stylized flourish at the end.

Dave Hunt, P.E.
Principal

Encl.

Exhibit A - Farr West Engineering 2015 Rate Schedule
Exhibit B – Task Breakdown and Fee Estimate



2015 RATE SCHEDULE

Title	Hourly Rate	Title	Hourly Rate
Principal Civil Engineer	\$130	Senior Designer	\$90
Project Manager	\$105	GIS Analyst	\$105
Project Engineer, EIT	\$90	GIS Technician	\$75
Project Engineer, EIT II	\$80	Water Rights Surveyor	\$125
Senior Hydrogeologist	\$130	Water Rights Specialist	\$105
Hydrogeologist	\$90	Water Rights Technician	\$75
Hydrogeologist II	\$75	Water Rights Technician II	\$65
Principal Electrical Engineer	\$150	Professional Surveyor	\$115
Environmental Scientist	\$105	Survey Technician	\$75
Construction Inspector	\$90	Survey Technician II	\$60
Plan Check/Building Inspector	\$75	2 Man Survey Crew	\$135
Senior Administrator	\$70	3 Man Survey Crew	\$155
Project Assistant	\$60	Intern	\$45
Administrator	\$45		

Other Fees and Charges:

1. All direct project expenses, including subconsultants, will be billed at actual cost plus 15%.
2. Vehicles used for travel to meetings, deliveries, etc. will be charged at the current federal reimbursement rate.
3. GPS receivers will be charged at a rate of \$10/hr/receiver.
4. Density gauges will be charged at a rate of \$100/day.
5. An overtime surcharge of 25% will be applied to the hourly rates of non-salaried employees for authorized overtime work.

TMWRF CMMS/Asset Management Planning and Implementation
Fee Estimate and Task Breakdown

Farr West Engineering							Estimated Fee	
	Principal Engineer/Project Manager - Dave Hunt	Project Engineer - Matt Schultz	Project Administrator - Candice Elder	Administration	Total Labor		Expenses	Total
	\$130	\$105	\$105	\$60	Hours	\$	\$	\$
Task 1 - Asset Management Planning								
Individual Team Member Meetings								
Operations	6	6			12	\$ 1,410	\$ 15	\$ 1,425
Maintenance	6	6			12	\$ 1,410	\$ 15	\$ 1,425
Process	6	6			12	\$ 1,410	\$ 15	\$ 1,425
IT	6	6			12	\$ 1,410	\$ 15	\$ 1,425
Inventory	6	6			12	\$ 1,410	\$ 15	\$ 1,425
Shop	6	6			12	\$ 1,410	\$ 15	\$ 1,425
Asset Management Plan								
Technical Memo	24	24	8		56	\$ 6,480		\$ 6,480
Schedule	4	12	8		24	\$ 2,620		\$ 2,620
Total Task 1	64	72	16	0	152	\$ 17,560	\$ 90	\$ 17,650.00
Task 2 - eRPortal Implementation Support								
Webinar Preparation Meetings (assumed 30 needed)								
Action Plan for eR Portal Agenda	60	60	20		140	\$ 16,200		\$16,200
Webinars (assumed 20 needed)								
Attend, meeting minutes, action items, understanding, assignments	100	100	20		220	\$ 25,600	\$ 1,200	\$26,800
Training								
	8	24			32	\$ 3,560		\$3,560
Total Task 2	168	184	40	0	392	\$ 45,360	\$ 1,200	\$ 46,560
Task 3 - Project Management								
Project Management								
Project Management and Administrative Support	20		40	12	72	\$ 7,520		\$ 7,520
Total Task 3	20	0	40	12	72	\$ 7,520	\$ -	\$ 7,520
TOTAL ALL TASKS	252	256	96	12	616	\$ 70,440	\$ 1,290	\$ 71,700