Mountain Regional Water
a Special Service District of Summit County
6421 Business Park Loop Road, Suite A
PO Box 982320
Park City, UT 84098
Tel. (435) 940-1916
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Purchase Order No.: MRW2025-02-07

MOUNTAIN REGIONAL WATER

PURCHASE ORDER

Vendor Info.

Name:	Jacobs Engineering Group Inc
Address:	377 Southwest Century Dr, Suite 201
City, State Zip:	Bend, OR 97702
Phone/Contact:	206-265-0044 / Corinne DeLeon

Ship To

Name:	Mountain Regional Water SSD
Address:	6421 Business Park Loop Rd, Ste A
City, State Zip:	Park City, Utah 84098
Phone:	453.940.1916

Qty.	Units	Description	Unit Price	TOTAL
		Asset Management Services - Phase 2		$ -
				$ -
		Task 1 - Project Management		$ 13,897.00
		Task 2 - Performance Metrics		$ 21,209.00
		Task 3 - Asset Hierarchy		$ 18,151.00
		Task 4 - Asset Data Standards		$ 27,802.00
		Task 5 - Asset Criticality		$ 20,673.00
		Task 6 - Asset Condition		$ 13,669.00
		Labor Contingency		$ 4,165.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			Sub Total	$ 119,566.00
			Shipping & Handling	
			TOTAL	$ 119,566.00

Shipping Method:

Requested by: Sam Grenlie

Account Number:

Notes/Remarks:
See "Attachment A - Scope of Services" and "Attachment B - Fee Schedule" for details.

REQUIRED SIGNATURES:

Financial Officer

General Manager *(required if over $20,000)*

Governing Board *(required if over $50,000)*

Mountain Regional Water is a political subdivision of Summit County and thereby exempt from State and Local Sales Tax. If a tax exemption certificate is required, please request a completed Utah State Form 721 from Financial Officer.

Attachment A – Scope of Services

Mountain Regional Water Special Service District
Asset Management Services – Phase 2

This Scope of Services and Fee shall be performed in accordance with the terms and conditions of the Professional Services Engineering Agreement, dated February 20, 2022, as amended, which currently terminates June 30, 2026.

This Scope of Services is to provide Asset Management Services for Mountain Regional Water Special Service District (District or OWNER) by Jacobs Engineering Group Inc. (ENGINEER or Jacobs). Mountain Regional Water Special Services District is committed to providing reliable and efficient water services to its customers. As part of its ongoing efforts to enhance the management of its assets, the District is seeking professional assistance in the form of asset management services. This Scope of Services outlines the objectives, responsibilities, and deliverables expected for the following services.

The Phase 2 services to be provided are categorized into the following tasks:

- Task 1 – Project Management
- Task 2 – Performance Metrics
- Task 3 –Asset Hierarchy
- Task 4 – Data Standards
- Task 5 – Asset Criticality
- Task 6 – Asset Condition

Future phases of work (to be covered by new Task Orders as desired) may consist of additional asset management support services.

Task 1 – Project Management

The purpose of this task is to provide for the initiation and overall management of project activities. A schedule and work plan will be prepared and implemented so that work activities are completed in a properly integrated and timely manner. This task includes those elements necessary to manage, lead, and control execution of the project.

Subtask 1.1 – Project Setup and Planning

Included in this subtask are the following activities to be completed by the ENGINEER:

- Staff Management: Identify and utilize the appropriate staff for each project activity. Supervise the project team and identify actions needed to maintain the project schedule.
- Monitor progress, identify changes, and provide OWNER with proactive communications regarding changes.
- Develop, maintain, and update an action item log with deadlines.
- Schedule: Prepare and provide periodic updates to the Project Schedule (in a bulleted Milestone list format) showing preliminary dates for deliverables and anticipated dates for workshops, QC reviews, meetings, and submittals.

Subtask 1.2 – Overall Project Coordination

Monitor and direct the work and track progress against project goals and requirements. Adjudicate approaches, goals, or constraints identified or faced by ENGINEER's team. Monitor progress, identify changes, and provide OWNER with proactive communications regarding changes. Coordinate with OWNER to assess overall satisfaction in meeting project goals.

Subtask 1.3 – Progress Reports and Invoicing

Prepare monthly progress reports and invoices identifying work completed versus planned schedule and budget milestones.

Task 1 Deliverables

- Bi-Weekly Project Status Updates (meeting with MRW)
- Action item log updates
- Monthly progress reports and invoices

Assumptions

The following assumptions were used in developing this Scope of Services and fee for ENGINEER's services. These assumptions are in addition to the scope and additional services set forth in the preceding task:

- Progress reports and invoices will be prepared monthly.

Task 2 – Performance Metrics

The ENGINEER will work with the District to identify performance metrics for distribution, transmission, and treatment assets. The following activities will be completed by the ENGINEER:

The ENGINEER will facilitate one (1), 2-hour meeting with each group to understand the stakeholders, level of service expectations, and any required reports that help define the performance metrics that should be established in the supporting technology to ensure the right data points are gathered and displayed Additionally, the ENGINEER will share best practice asset information management metrics used by peer organizations to information asset management decision-making. The key objective of each workshop is to confirm a list of performance and asset health metrics that the District would like to monitor via dashboards or routine reports from the EAM.

As a follow-up to each workshop, the ENGINEER will distribute a Draft set of metrics per group for review and comment before making final.

Task 2 Deliverables

- Performance Metrics – Draft, Final

Assumptions

- The following assumptions were used in developing this Scope of Services and fee for ENGINEER's services. These assumptions are in addition to the scope and additional services set forth in the preceding task:
- ENGINEER will facilitate up to three (3), 2-hour meetings with the District to support this task
- Performance metrics deliverables will be provided in a MS Excel spreadsheet for ease of use with OpenGov during EAM implementation.

Task 3 - Asset Hierarchy

The ENGINEER will work with the District to develop three asset hierarchy structures (i.e., linear, transmission, treatment plant assets) to support data management/data gathering/reporting/and technology configuration activities in the new Enterprise Asset Management (EAM) system.

The ENGINEER will review copies of routine reports, documentation, or data exports from each of the three asset groups and the existing asset databases to review how asset data is organized in an asset hierarchy.

Subsequently, the ENGINEER will meet with each of the three asset groups as part of a 2-hour meeting (one meeting each group) to discuss the existing asset hierarchies and the reporting and metric decision-making needs. The ENGINEER will provide input on quality of the existing asset hierarchies and share examples from other organizations for consideration and discussion that reflect best practices in asset hierarchies rolling-up to location, process, and asset type. Following each workshop and input provided by the District, the ENGINEER will update the Draft asset hierarchies to Final versions and create an Asset Hierarchy Improvement Strategy to serve as a guide for implementing the changes.

Task 3 Deliverables

- Meeting materials
- Asset Hierarchy – Draft, Final
- Asset Hierarchy Improvement Strategy – Draft, Final

Assumptions

The following assumptions were used in developing this Scope of Services and fee for ENGINEER's services. These assumptions are in addition to the scope and additional services set forth in the preceding task:

- ENGINEER will facilitate up to three (3), 2-hour meetings with the District to support this task

Task 4 – Asset Data Standards

The ENGINEER will work with the District to develop asset attribute data standards aligned to asset types in the asset hierarchy (i.e., linear, transmission, treatment plant assets), to support data management/data gathering/and technology configuration activities in the new EAM system.

The ENGINEER will first review attribute data provided by the District from the current asset registry (exported from GIS and other documented formats) to confirm what the District has typically gathered and compare to the reporting needs identified in Task 2.

The ENGINEER will meet with each of the three groups as part of a 2-hour meeting (one meeting each group) to discuss the existing asset attributes and where there are gaps to support the reporting and metric decision-making needs. The ENGINEER will provide input on quality of the existing asset attributes and share examples from other organizations for consideration and discussion that reflect best practices in what attributes are most important to gather. As part of each workshop, the ENGINEER will inquire about the existence of asset data that lives outside of the master asset databases; this information will inform the development of a Data Standards Improvement Strategy. It will support identifying improvements associated with two other business process that will benefit from developing the Data Standards: 1) Asset Data Onboarding; and 2) Maintenance Work Orders – to support Field Staff with recording information about assets as they perform work in alignment with assigned work orders. This will inform EAM work order configuration screens.

Following each workshop and input provided by the District, the ENGINEER will update the Draft Data

Standards to Final versions and create a related Data Standards Improvement Strategy to serve as a guide for implementing the changes.

Task 4 Deliverables

- Asset Data Standards – Draft, Final
- Data Standards Improvement Strategy (includes high level summary of asset registries that need to be built or completed) – Draft, Final

Assumptions

The following assumptions were used in developing this Scope of Services and fee for ENGINEER's services. These assumptions are in addition to the scope and additional services set forth in the preceding task:

- ENGINEER will facilitate up to three (3), 2-hour meetings with the District to support this task

Task 5 – Asset Criticality

The ENGINEER will work with the District to develop criticality scoring criteria that can be used to develop asset level criticality scores for distribution, transmission, and treatment assets.

Subtask 5.1 – Develop Asset Criticality Scoring Criteria

The objective of this subtask is to vet options and decide on a set of criteria for assigning asset level criticality to assets. The following activities will be completed by the ENGINEER:

The ENGINEER will facilitate up to three (3), 2-hour workshops with the District to discuss the purpose and use "criticality" as an asset attribute, the asset hierarchy level upon which to tag asset criticality, gather current staff applied criteria, discuss best practices and peer organization criteria. The ENGINEER will also discuss the use of weights and how criticality scores can be applied to decision-making and data availability as an important consideration. A key objective of these workshops is to identify weighted criticality criteria for each group that can be used to develop asset criticality scores.

Following each workshop, the ENGINEER will prepare Draft asset criticality criteria summaries and step by step how to guides on how to apply the criteria to calculate results. The ENGINEER will submit the Draft to the District for review and comment before making it Final.

Subtask 5.2 – Assign Asset Criticality Scores

The objective of this subtask is to use the criticality scoring criteria to score each asset in the asset registry and input results into the OpenGov EAM. The following activities will be completed by the ENGINEER:

Prior to kicking off this subtask, the ENGINEER will contact OpenGov to confirm the format of data required for uploading into OpenGov at the right time during implementation.

The ENGINEER will subsequently schedule up to three (3), 2-hour staff training sessions with identified staff to train staff on how to apply the asset criticality criteria and assign criticality scores, and how they inform use during work order prioritization, PdM programs, and capital planning.

Task 5 Deliverables

- Asset Criticality Assignment Standards – Draft, Final
- Asset Criticality Scores – Draft, Final

Assumptions

The following assumptions were used in developing this Scope of Services and fee for ENGINEER's services. These assumptions are in addition to the scope and additional services set forth in the preceding task:

- ENGINEER will facilitate up to three (3), 2-hour meetings with the District to support this task
- The District will be responsible for assigning asset criticality scores to the asset register and working with OpenGov to load resulting criticality scores.

Task 6 – Asset Condition

The ENGINEER will work with the District to develop condition grade criteria that can be used to develop asset level condition grades for distribution, transmission, and treatment assets.

Subtask 6.1 – Develop Asset Condition Scoring Criteria

The objective of this subtask is to vet options and decide on a set of criteria for assigning asset condition grades to distribution, transmission, and treatment assets. The following activities will be completed by the ENGINEER:

The ENGINEER will facilitate up to three (3), 2-hour workshops with the District to discuss the purpose and use "condition" as an asset attribute, the asset hierarchy level upon which to tag asset condition, gather current staff applied criteria, discuss best practices and peer organization criteria. The ENGINEER will also discuss data availability as an important consideration. A key objective of these workshops is to identify condition grading criteria for each group that can be used to develop condition scores initially and maintain those over the long-term.

Following each workshop, the ENGINEER will prepare Draft asset condition criteria grading summaries and step by step how to guides on how to apply the criteria to calculate results. The ENGINEER will submit the Draft to the District for review and comment before making it Final.

Task 6 Deliverables

- Asset Condition Grading Standards – Draft, Final (includes condition grading criteria as well as strategy for keeping condition grades up to date – informs EAM configuration)

Assumptions

The following assumptions were used in developing this Scope of Services and fee for ENGINEER's services. These assumptions are in addition to the scope and additional services set forth in the preceding task:

- ENGINEER will facilitate up to three (3), 2-hour meetings with the District to support this task

Schedule

The activities associated with this Scope of Services will be completed in accordance with the following approximate schedule assuming the Notice to Proceed authorizing the work described above is signed and delivered to ENGINEER no later than January 30th, 2025. A detailed schedule is shown in Attachment C.

- Task 2: Performance Metrics – March 2025
- Task 3: Asset Hierarchy – April 2025
- Task 4: Asset Data Standards – Junel 2025
- Task 5: Asset Criticality – June 2025

- Task 6: Asset Condition – August 2025

Compensation

Compensation by OWNER to ENGINEER will be as described in Attachment B, attached hereto and made a part hereof.

Cost Reimbursable Per Diem (Time and Materials)

All items specifically included in this Scope of Services shall be performed on a Time and Materials basis in the amount not to exceed $119,565. All Time and Materials work shall be paid at the Per Diem Rates referenced in Attachment B, plus Direct Expenses. Direct Expenses, including subconsultants, will be based upon actual cost or ENGINEER standard billing rates, in accordance with the terms of the Consulting Agreement.

Per Diem Rates

Per Diem Rates are those hourly rates that will be charged as described above on the Project by ENGINEER's employees. The Per Diem Rates for this Project are listed in Attachment B. These rates are subject to revision for other projects and annual calendar year adjustments; include all allowances for salary, overheads, and fees; but do not include allowances for Direct Expenses, subcontracts and outside services.

Direct Expenses

Direct Expenses are those necessary costs and charges incurred for the Project including, but not limited to: (1) the direct costs of transportation, meals and lodging, mail, and equipment and supplies; (2) ENGINEER's current standard rate charges for direct use of ENGINEER's vehicles, printing and reproduction services, and certain field equipment; and (3) ENGINEER's standard project charges for special health and safety requirements of OSHA.

Attachment B – Fee Schedule

Mountain Regional Water Special Service District
Asset Management Services – Phase 2

The fee schedule for the Phase 2 Scope of Services is shown below

Table B-1. Summary of Project Fee [a]

Description	Fee
Task 1 – Project Management	$13,897
Task 2 – Performance Metrics	$21,209
Task 3 – Asset Hierarchy	$18,151
Task 4 – Asset Data Standards	$27,802
Task 5 – Asset Criticality	$20,673
Task 6 – Asset Condition	$13,669
Labor Contingency	$4,165
Expenses (travel costs)	
TOTAL FEE	$119,565

[a] Time and Materials based on Table B-2.

Table B-2. 2025 Rate Schedule

Project Role	Representative Personnel	Hourly Rate
Principal in Charge	Joseph Zalla	$ 260
Senior Technical Consultant & QA/QC Lead	Janeane Giarrusso	$ 260
Project Manager/Technical Lead	Corinne DeLeon	$ 255
Strategic Planning Lead	Andy Whittaker	$ 255
Local Technical Lead	Will Porter	$ 166
Operations – Condition Assessment Lead	Matt Crowley	$ 255
Technology and Data Lead	Matt Erker	$ 260
Operations – O&M Lead	Jim Oldach	$ 286
Finance Lead	Kathryn Benson	$ 260
Local Field Support	Sean Menk	$ 208
Local Field Support	Julie Hansen	$ 120
Local Field Support	Mason Balster	$ 120
Support AM Staff	Eric Habermeyer	$ 229
Support AM Staff	John Ganaway	$ 229
Support AM Staff	Alex English	$ 140
Support AM Staff	Matthew Walker	$ 187
Support AM Staff	Natalie Lenz	$ 140
Senior AM Staff		$260
Asset Management Consultant 3		$208
Asset Management Consultant 2		$182
Asset Management Consultant 1		$156
Admin/Project Controls		$140

These rates are effective through December 31, 2025 and will be escalated by 4% for calendar year 2026.

Table B-3. 2025 Standard Expenses

Expense Type	Rate
Auto Mileage	Current IRS Rate
Auto Rental	Actual
Other Travel	Actual
Equipment Rental	Actual
Postage/Freight	Actual
Subcontractors and Outside Services	Actual + 10%

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a Special Service District of Summit County
6421 North Business Park Loop Road, Unit A
PO Box 982320
Park City, UT 84098
Tel. (435) 940-1916
Fax (435) 940-1945

Purchase Order No.:
MRW2024-02-08

PURCHASE ORDER

Vendor Info.

Name:	Jacobs Engineering Group Inc.
Address:	6440 S. Millrock Dr. Ste 300
City, State Zip:	Holladay, UT 84121-5030
Phone/Contact:	385-474-8500 Joseph Zalla

Ship To

Name:	Mountain Regional Water SSD
Address:	6421 N. Business Park Loop Rd., Ste A
City, State Zip:	Park City, Utah 84098
Phone:	453.940.1916

Qty.	Units	Description	Unit Price	TOTAL
1		**Asset Management Services**	$ 137,995.00	$ 137,995.00
				$ -
		(see attached Scope of Services for additional detail)		$ -
				$ -
		Jacobs Engineering responded to the Statement of Qualifications (SOQ) the District issued for Asset Management Services.		$ -
				$ -
		Jacobs Engineering was the highest scoring respondent in the SOQ process and thus they were selected as the provider.		$ -
		Price negoitations and scope of services discussions were begun resulting in the attached Scope of Services/agreement.		

Requested by: Sam Grenlie

Shipping Method:

Account Number:

Sub Total	$ 137,995.00
Shipping & Handling	-
TOTAL	$ 137,995.00

Notes/Remarks:

REQUIRED SIGNATURES:

Financial Officer

General Manager (required if over $20,000)

Governing Board (required if over $50,000)

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