TASK ORDER No. GC015-02 (DRAFT)
GENERAL CIVIL ENGINEERING SERVICES

Client: Town of Allenstown, NH

Task Description: **UPDATE GIS AND DEVELOP VUEWORKS EVALUATION MODULE FOR HIGHWAY INFRASTRUCTURE ASSETS**

Task Fee: **$ 7,100.00**   (Actual Cost, Not-to-Exceed)

Date: September 16, 2015

SCOPE OF SERVICES:

The Town of Allenstown, New Hampshire (CLIENT) is interested in increasing its capabilities in Asset Management (AM) and fulfilling the Town's financial requirements in meeting GASB 34. The Town of Allenstown intends to focus initially on the development of its asset management software Evaluation Module for the highway assets including roads, sidewalks, street lights, drain manholes, drain pipes, and catch basins. This, in turn, will establish a template for the development of standards for the other infrastructure assets. Pursuant to the Town's request, Hoyle, Tanner & Associates, Inc. (Hoyle, Tanner) (Consultant) proposes to review the existing Town data needs, update the GIS mapping, provide training to Town personnel and develop a plan for Asset Management focusing on the financial aspects of the Town's highway infrastructure. Hoyle, Tanner will work with Town staff to develop procedures that can be used for other assets in the future. Hoyle, Tanner can also work with the Town in evaluating the future use of the Asset Management software for other infrastructure asset classes if and as requested.
.

Hoyle, Tanner & Associates, Inc. (CONSULTANT) will complete the update of the GIS and development of the VUEWorks Evaluation Module for Highway Infrastructure Assets as part of this Task Order. A detailed *Scope of Services* is attached and included as part of this Task Order.

Attachments: *Scope of Services*

Reference: Hoyle Tanner Project No. [*tbd*]

This Task Order is made pursuant to the *Agreement for Professional Engineering Services, General Civil Engineering Services;* effective __June 03, 2013__ , between the Town of Allenstown, acting through its Board of Selectmen, (CLIENT) and Hoyle, Tanner & Associates, Inc. (CONSULTANT) for General Civil Engineering Services. A copy of the Agreement is attached to and hereby made part of this Task Order.

IN WITNESS WHERE OF, the OWNER and the CONSULTANT have made and executed this AGREEMENT.

CLIENT: CONSULTANT:

TOWN OF ALLENSTOWN, NH   **HOYLE, TANNER & ASSOCIATES, INC.**
TOWN ADMINISTRATOR

(signature)	Michael A. Trainque, P.E. Vice President
Shaun Mulholland	
Town Administrator	
	September 16, 2015
	(date)
(date)	

Introduction

The Town of Allenstown, New Hampshire (CLIENT) is interested in increasing its capabilities in Asset Management (AM) and fulfilling the Town's financial requirements in meeting GASB 34. The Town of Allenstown intends to focus initially on the development of its asset management software Evaluation Module for the highway assets. This, in turn, will establish a template for the development of standards for the other infrastructure assets. Pursuant to the Town's request, Hoyle, Tanner & Associates, Inc. (Hoyle, Tanner) (Consultant) proposes to review the existing Town data needs, provide training to Town personnel and develop a plan for Asset Management focusing on the financial aspects of the Town's highway infrastructure. Hoyle, Tanner will work with Town staff to develop procedures that can be used for other assets in the future. Hoyle, Tanner can also work with the Town in evaluating the future use of the Asset Management software for other infrastructure asset classes if and as requested.

VUEWorks Overview

VUEWorks is a comprehensive and versatile tool which allows the user to develop, implement and operate an Asset Management Program. Currently, it is not being used to its fullest capability. This proposal is to assist the Town in updating VUEWorks to have access to the most current GIS data that the Town has available. A work flow (standard procedures) will be developed for Town Staff so the data in the VUEWorks Evaluation Module can be kept updated.

Scope of Services

Task 1 – Update the GIS and Attributes

Develop the following layers for highway infrastructure asset management and GASB 34 needs: roads, sidewalks, street lights, drain manholes, drain pipes, and catch basins. The GIS will be updated with the attribute fields needed to manage these assets.

The drain system layer needs to be updated and street light layer will have to be added to the GIS system. The street light layer will become its own layer in the GIS because the poles themselves will continue to be owned by others. The LED street lights will become a new asset owned by the Town of Allenstown.

After the GIS is updated by Hoyle, Tanner and Town staff, Hoyle, Tanner will utilize this information to update the VUEWorks site.

Deliverables:

● Updated shape files for the highway infrastructure assets in the GIS.
● Furnish updated highway infrastructure information to VUEWorks.

Client's Responsibility **(Task 1)**
Provide the GPS location of the new lights and the data (ie. Pole number, wattages, manufacture, etc.) on each of the lights.

Task 2 – <u>Staff Training</u>
Provide training in setting up the Evaluation Module of VUEWorks to provide information used in accounting for Town staff. This will consist of two 3-hour training sessions for 2-5 Town staff at the Town Hall using the updated data on VUEWorks. The first class will be focused on setting up the asset quantities, present worth values, rehabilitation process, added life and assigning value to the assets. The first class will cover what information is needed for the evaluation to provide the data for reporting. The second 3-hour class will be scheduled after the evaluation module has been filled out for at least one asset type. The training will include the use of this data and how it will be updated, the generation of reports for accounting and use in capital improvement programs. The last 2 hours of the second class may include Highway Department staff that will be involved with work orders. The training will cover the setting up of task and work orders for capital and rehabilitation projects so this information can be captured for the VUEWorks Evaluation Module.

Client's Responsibility **(Task2)**
Input the information into the attribute fields for use in the Evaluation Module. Assist the Consultant in the development of standards to be used by the Town for depreciation, added value and asset life based on various rehabilitation processes. This evaluation is iterative and as information becomes more refined the Town will constantly update these values.

EXHIBIT B
Compensation for Services

Client shall pay Consultant for services set forth in Exhibit A and in accordance with the provisions of the *Agreement for General Engineering Services* as follows:

Standard Hourly Billing Rates Method of Payment:

TASK 1 – Updating GIS and Attributes	$	5,100
TASK 2 – Training of Town Staff	$	2,000
	$	N/A
Other Phase/Task, if any	$	N/A
Total Compensation	$	7,100

The estimated amounts shall equal the cumulative hours charged by each class of Consultant's personnel times the applicable standard hourly billing rates for each category.

The estimated amounts include reimbursable expenses such as transportation, postage, telephone, fax, printing and equipment rental; and include charges of subconsultants engaged by the Consultant.

The Consultant may modify the amounts for individual phases to reflect services actually provided by phase; however, Consultant shall not exceed the total Compensation without the approval of Client.

Consultant shall bill Client based on hours charged at standard billing rates plus reimbursable expenses incurred plus subconsultant expenses for the billing period.