Mountain Regional Water
a Special Service District of Summit County
5739 Paintbrush Rd
Park City, UT 84098-1640
Tel. (435) 940-1916
Fax (435) 940-1945

Purchase Order No.: MRW2026-11-12

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:	5739 Paintbrush Rd
City, State Zip:	Park City, Utah 84098-1640
Phone:	453-940-1916

Qty.	Units	Description	Unit Price	TOTAL
		Asset Management Services - Phase 3		$ -
				$ -
		Task 1 - Project Management		$ 13,251.00
		Task 2 - OpenGov EAM/Cartegraph Configuration Analysis & Support		$ 20,318.00
		Task 3 - Business Process Documentation		$ 30,624.00
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
				$ -
			Sub Total	$ 64,193.00
			Shipping & Handling	
			TOTAL	$ 64,193.00

Shipping Method:

Requested by: Sam Grenlie

Account Number:

Notes/Remarks:
See "Attachment A - Scope of Services, Asset Management Services - Phase 3" 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.

MOUNTAIN REGIONAL WATER
Bidding Information Form

General Information

Vendor Name: Jacobs Engineering Group Inc

Today's Date 11/12/2026

Please Check the First (1st) Box Below that Applies to this Payment:

[X] 1 **Sole Source Procurement**

Check all Boxes Below Accurately Describe the Sole Source Purchase:

[ ]	Only One Source for Item	Criteria: Compatibility with existing equipment, technology, software, accessories, replacement parts or service
[X]	Transitional Costs Unreasonable or Prohibitive	Training, conversion, compatibility, downtime, disruption of service, staff time, installation, ancillary software, hardware, equipment, or construction costs

Chief Procurement Officer Justification:

Jacobs Engineering responded to the Statement of Qualifications the District issued for Asset Management Services.
Jacobs was the highest scoring respondent in the SOQ process and so were selected as the provider.
Price negotiations and scope of services discussions were begun, resulting in the Scope of Services/Agreement ongoing with them.

Check the Box Below that Applies to This Sole Source Purchase:

[ ] **The total amount of this purchase is less than $50,000**

[X] **The total amount of this purchase is $50,000 or More**

[ ] 2 **Emergency Procurement**

The procurement must be necessary to "avoid harm or risk of harm to the public health, safety, welfare, or property."

Chief Procurement Officer Justification:

[ ] 3 **Funding Mandated Procurements**

Chief Procurement Officer Explanation of Vendor Required by Funding Mandate:

[ ] 4 **All Other Procurements** Complete and attach a *'Summary of Bids Form'*

Signatures

Name of Person Completing this Form: Sharon M. Kellner Date: 11/12/2026

Signature: Sharon M. Kellner

Chief Procurement Officer: [signature] Date: 11/11/26

Required for Sole Source and Emergency Procurements; and if Low Bid is not Accepted (see Vendor Quote Form)

Attachment A – Scope of Services

Mountain Regional Water Special Service District
Asset Management Services – Phase 3

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, 2027.

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). The 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 3 services to be provided are categorized into the following tasks:

- Task 1 – Project Management
- Task 2 – OpenGov EAM Configuration Analysis and Support
- Task 3 – Business Process Documentation

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 District with proactive communication regarding changes.
- Develop, maintain, and update an action item log with deadlines.
- Schedule: Prepare and provide periodic updates to the Project Schedule (in a bullet 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 District with proactive communication regarding changes. Coordinate with District 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 District)
- 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 – OpenGov EAM Configuration Analysis and Support

The purpose of this task is to provide ongoing OpenGov EAM (Cartegraph) administration, configuration, and implementation support following completion of the OpenGov EAM Gap Analysis and Improvement Roadmap. The ENGINEER will provide technical advisory services and subject matter expertise to assist the District in implementing prioritized improvements and maximizing the value of its OpenGov EAM investment.

Support services may include, but are not limited to:

- Assistance with implementing recommendations identified in the OpenGov EAM Improvement Roadmap.
- Configuration review and troubleshooting.
- Asset hierarchy and asset registry support.
- Condition assessment framework development and configuration.
- Asset criticality, risk, and lifecycle management support.
- Workflow, inspection, and work order configuration guidance.
- Reporting, dashboard, and KPI development support.
- User administration and best practice guidance.
- General OpenGov EAM administration and end-user support.

Services will be provided on an as-needed basis through virtual meetings, phone calls, email correspondence, and configuration support. The District may request support throughout the contract period, and the ENGINEER will provide assistance up to the authorized budget identified for this task.

Task 2 Deliverables

- Technical assistance and implementation support as requested by the District.
- Configuration recommendations and guidance documented through meeting notes, email correspondence, or technical memoranda, as appropriate.
- Up to 115 hours of OpenGov EAM administration and implementation support.

Assumptions

- The OpenGov EAM Gap Analysis and Improvement Roadmap have been completed under a previous task.
- Support will be provided on a time-and-materials basis up to the task budget.
- All meetings and support activities will be performed virtually.
- Any significant system reconfiguration, custom development, integration work, or data migration efforts outside the allocated support hours may require a separate scope amendment.

Task 3 – Business Process Documentation

Business Process

A two-person Jacobs Team (one in person and one virtual) will conduct up to 6, two-hour business process workshops (one workshop per business process) with identified District staff to discuss the current processes, identify issues and inefficiencies, technology in use, data required to inform decision-making, and improvement opportunities.

Here is a candidate list of business processes that will confirmed once the task begins:

- Asset Registry Management
    - Onboarding new asset data
    - Asset data retirement
    - Asset data relocation
- Planning and scheduling
- Service Request and Work Order Management
- Asset Risk Management
- Inventory Management (parts and materials)
- Asset Lifecycle Management

After each workshop, the Jacobs Team will then prepare draft optimized business process diagrams using Visio; the optimized business processes will be based on the current state and reflect practical adjustments where needed, to address inefficiencies and issues. The Jacobs Team will also develop business process descriptions aligned to the business process diagrams, to provide additional details on each step and the decision impacts.

The Jacobs Team will subsequently schedule and facilitate up to 6, one-hour business process review workshops (one workshop per business process) to review the documented draft optimized business processes to check accuracy and ease of implementation of optimization ideas, and the identified long-term optimization activities.

Following each workshop, the Jacobs Team will update the optimized business process documentation (diagrams, text, list of prioritized optimization activities) to address feedback from the workshop and distribute for a final review. Jacobs will make all remaining updates.

Task Deliverables:

- Draft Optimized Business Process Diagrams – diagram format (up to 6)
- Draft Business Process Descriptions – text format (up to 6)
- Final Optimized Business Process Diagrams (up to 6)
- Final Business Process Descriptions – text format (up to 6)

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, 2027.

- Task 2: - OpenGov EAM Configuration Analysis and Support – Ongoing to December 2027
- Task 3: - Business Process Development – June 2027

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 $64,193. 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 3

The fee schedule for the Phase 3 Scope of Services is shown below

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

Description	Fee
Task 1 – Project Management	$13,251
Task 2 – Cartegraph Configuration Analysis and Support	$20,318
Task 3 – Business Process Documentation	$30,624
Labor Contingency	$0
Expenses (travel costs)	$0
TOTAL FEE	$64,193

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

Table B-2. 2027 Rate Schedule

Project Role	Representative Personnel	Hourly Rate
Principal in Charge	Joseph Zalla	$ 281
Senior Technical Consultant & QA/QC Lead	Janeane Giarrusso	$ 281
Project Manager/Technical Lead	Corinne DeLeon	$ 276
Operations – Condition Assessment Lead	Matt Crowley	$ 276
Technology and Data Lead	Matt Erker	$ 281
CarteGraph Lead	Tanya Gallager	$202
Finance Lead	Kathryn Benson	$ 280
Local Field Support	Sean Menk	$ 225
Local Field Support	Julie Hansen	$ 130
Local Field Support	Mason Balster	$ 130
Support AM Staff	Eric Habermeyer	$ 248
Support AM Staff	John Ganaway	$ 248
Support AM Staff	Alex English	$ 152
Support AM Staff	Matthew Walker	$203
Support AM Staff	Natalie Lenz	$ 151
Cartegraph Support	Chris Lambert	$156
Senior AM Staff		$280
Asset Management Consultant 3		$225
Asset Management Consultant 2		$197
Asset Management Consultant 1		$169
Admin/Project Controls		$152

These rates are effective through December 31, 2027 and will be escalated by 4% for calendar year 2028.

Table B-3. 2026 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%