



**PITTSFIELD TOWNSHIP  
DEPARTMENT OF MUNICIPAL SERVICES  
PARKS AND RECREATION**

701 W. Ellsworth Rd., Ann Arbor, MI 48108  
Phone: 734-822-2120 Fax: 734-996-3015

**PITTSFIELD CHARTER TOWNSHIP PARK COMMISSION  
REGULAR MEETING AGENDA**

6201 W. Michigan Ave.

**May 17, 2022**

- 1.0 Call Meeting to Order at 7:00PM / Determination of a Quorum**
- 2.0 Roll Call**
  - 2.1 Approval of Agenda**
- 3.0 Public Comment I**
- 4.0 Approval of Minutes**
  - 4.1 Approve of Prior Minutes**
- 5.0 Communication**
- 6.0 Old Business**
  - 6.1 Parks Report**
    - 6.1.1 Montibeller Park Improvements Phase I**
    - 6.1.2 US-12 Wastewater (sewer) Improvement Project**
    - 6.1.3 Montibeller Park Improvements Phase II**
  - 6.2 Waters Oak Valley and Seyfried Parks**
    - 6.2.1 Public Outreach Proposal (Update)**
  - 6.3 2022 Park Millage Budget (Discussion)**
  - 6.4 Risk Assessment Report for 2022 (Update)**
  - 6.5 Montibeller Ribbon Cutting/Grand Opening Ceremony (Discussion)**
- 7.0 New Business**
  - 7.1 Park Asset Management Proposal**
- 8.0 Director Report**
  - 8.1 Board of Trustees Report**
    - 8.1.1 Public Outreach Proposal (Information on BOT Action)**
    - 8.1.2 Park Maintenance Mower Purchase (Information on BOT Action)**

## **8.2 Township Re-organization (Staffing)**

## **8.3 Bike Repair Stations with Rotary Club (Referred to Community Development)**

## **9.0 Chair Report**

## **10.0 Public Comment II**

## **11.0 Adjournment**

Any person who wishes to contact members of the Commission to provide input or ask questions on any business coming before the Commission may do so by calling 734-822-2120 or emailing [parks@pittsfield-mi.gov](mailto:parks@pittsfield-mi.gov). Reasonable auxiliary aids and services can be provided at the meeting to individuals with disabilities by contacting the Clerk's Office via email at [Clerk@pittsfield-mi.gov](mailto:Clerk@pittsfield-mi.gov) or (734) 822-3120 at least three business days in advance.

**PITTSFIELD CHARTER TOWNSHIP  
PARK COMMISSION MINUTES  
REGULAR MEETING  
April 5, 2022**

**Members Present:** Stacy Ebron, Trish Reilly, Anne Fortunato, Brent Dingman

**Members Absent:** Theresa Tupacz

**Others Present:** Director Matthew Best, Park Superintendent Rich Wade, Recreation Coordinator Kim McIntire, Claire Martin, James Hale, Christina Lirones, Zain AbuSeir, Tenicha Swinley, Ryan Lowry, Mark Pascoe, Jen Davis, Al Hodge, Recording Secretary Denise Lund

**1.0 Call Meeting to Order**

Commissioner Fortunato called the meeting to order at 7:03 pm.  
A quorum was present.

**2.0 Roll Call**

**Approval of Agenda**

Motion by Commissioner Dingman, supported by Commissioner Ebron, to approve the agenda.

**MOTION CARRIED**

**3.0 Public Comment**

Al Hodge on behalf of Rotary Club of Saline presented a service project. The Rotary Club is considering putting up 3 bike repair stations on the bike trail on Textile road, Lohr road or the Rec Center and Platt road as a service project. The Rotary Club would cover the total cost of approximately \$6,000 and the installation. They are asking Pittsfield Township for approval and to complete the ground survey for utilities.

Tenicha Swinley, a resident of Bella Vista Community, stated the importance of maintaining the natural setting in Seyfried Park and handed out a map showing the proximity of the neighborhood houses to Seyfried Park. After the last Park Commission meeting a trash can and picnic table have been moved onto the site. She is not in favor of this and would like to have the trash can and picnic table removed. The trash cans and picnic table are 20 feet away from a neighbor's kitchen window. This impacts the residents of Bella Vista Community negatively. She speaks on behalf of herself and the neighbors who are highlighted on the map she provided, not the whole community.

Zain AbuSeir, a resident of Bella Vista Community, shares the property line with Seyfried Park. She hopes that the township will consider cleaning up and developing Seyfried into a natural park that celebrates and preserves nature. A park with dense vegetation and trees will preserve the existing ecosystem, and provide a natural shield from the noise and vehicular emissions from the road. Her family is concerned about the conversations regarding developing this park into a park with structures and the steps taken to place temporary structures. The trash cans and bench placed a few weeks ago

are clearly visible from her living room and deck. They are in great proximity to their backyard where their family spends a lot of time. Being parents of young children, they are very concerned about the suspicious evening activities the benches will invite, and fear that this will jeopardize the safety of their family. They also think this will cause trash to end up in the backyard; there has already been trash in our backyard in the last couple of weeks. She kindly asks the Township to remove the trash cans and picnic table as such structural additions threaten the integrity, value, and appearance of many of their lots. They are concerned that a park with structures will also cause increased loitering and trespassing- They are already struggling with people cutting through their yards as they use the existing park and trail. All the reasons mentioned above will negatively impact her property value as well.

#### **4.0 Approval of Minutes**

Approve the Minutes of the Regular Meeting held on March 1, 2022

Motion by Commissioner Reilly, supported by Commissioner Ebron, to approve the minutes as amended.

**MOTION CARRIED**

#### **5.0 Communication**

Park Clean-up Flyer

Recreation Coordinator Kim McIntire shared that staff want to bring Clean Up days back. Three Clean Up Days include: Earth Day Clean-up at Montebeller on April 23<sup>rd</sup>, Rain Garden Clean Up at Marsh View Meadows on May 21<sup>st</sup>, and Pollenator Garden and Park Clean Up at Hickory Woods on June 11<sup>th</sup>. The program was discontinued in the past due to low volunteer participation. This year they have advertised with Scout Troops and on the Township Website.

#### **6.0 Old Business**

##### **6.1 Parks Report**

##### **6.1.1 Montibeller Park Improvements Phase I**

Rich Wade reported the project is moving along, no unexpected delays. Director Best reported on the water bottle filler for outside the pavilion. The additional cost for the bottle filler for the change order, reworking of the plumbing lines and the rework of the masonry work is \$4,950.

The Commission recommended the change from the drinking fountain to a water bottle filling station.

##### **6.1.2 US-12 Wastewater (sewer) Improvement Project**

Dewatering Wells Pumping will continue to run during the month of April ahead of the excavation. Excavation and Pipe Installation have begun. Work will begin at the East end of Hickory Woods Park and continue west through the park to Crane Road during the month of April. Should be completed late May, then restoration in June with final restoration in the fall.

##### **6.1.3 Montibeller Park Improvements Phase II**

No update on grant.

## **6.2 Waters Oak Valley and Seyfried Parks**

### **6.2.1 Public Outreach Proposal**

Director Best presented a proposal for public outreach/master plan development from Carlisle/Wortman Associates, Inc and Stantec. He reviewed timeline of eight months and cost not to exceed \$35,500.

Motion by Commissioner Dingman, supported by Commissioner Ebron, to approve the public outreach proposal for the Waters Oak Valley and Seyfried Parks.

**MOTION CARRIED**

### **6.2.2 Recreation Activities**

Recreation Coordinator Kim McIntire does not recommend having any programs in Seyfried or Water Oak Valley parks at this time due to no parking, safety issues and uneven land.

### **6.2.3 Resident Concern – Seyfried Park**

The Commission received a letter from a resident asking to have the picnic table and trash can removed from Seyfried Park.

Motion by Commissioner Ebron seconded Commissioner Fortunato to remove the picnic table and trash can from Seyfried Park.

**MOTION CARRIED**

The picnic table and trash can will remain at Waters/Oak Valley Park.

### **6.2.4 Sidewalk Gap**

Director Best stated it was his understanding that Washtenaw County Road Commission (WCRC) did not want a sidewalk on both sides of the road due to safety considerations. As the area gets developed, the current plans are to have the sidewalk go through the park. The Park Commission could apply for a permit and attempt to install a sidewalk in the right of way there if the WCRC approves the permit.

## **6.3 2022 Park Millage Budget**

Tabled until Chair Tupacz returns.

## **7.0 New Business**

### **7.1 Invasive Species Control Report 2020-2021**

Rich Wade presented the Invasive Species Control report. There is significant work that needs to continue in 2022 in order to maintain the areas treated in 2020 and 2021. In addition to killing invasive species, Cardno recommends seeding native plants that would compete with the invasives.

Stantec recently acquired Cardno. There are other companies the Department can work with to do natural areas management.

Staff recommendation is to continue with Cardno and extend the two-year contract.

Motion by Commissioner Fortunato, supported by Commissioner Reilly, to approve Park & Recreation moving forward with the extension of the invasive species contract with Cardno.

**MOTION CARRIED**

**7.2 Risk Assessment Report for 2022**

Rich Wade presented the 2022 Risk Management Report.

Discussion followed. Commissioner Ebron asked Rich Wade to add a column to indicate how often the maintenance needs to be completed (one time cost or annual cost).

**7.3 Lillie Park Boardwalk Project Concept Report**

Rich Wade presented to the Commissioners three proposed options:

- Removal of Boardwalk at a cost of \$60,000
- Replace with Wood Boardwalk at a cost of \$498,000
- Replace with Concrete Boardwalk at a cost of \$614,000

It was the recommendation of the staff that the Park Commission seriously consider the replacement of the Lillie Park Boardwalk.

The Commission requested the staff get a proposal to remove the existing boardwalk since every option requires removal of the existing Boardwalk.

**7.4 Park Maintenance Mower Purchase**

Staff recommended the purchase of two Ferris IS3300Z 40/72 40HP Briggs EFI engine/72" mowers for the cost not to exceed \$30,400, to be paid out of Park Millage Capital Expenses.

Motion by Commissioner Ebron, Seconded by Commissioner Dingman to purchase two Ferris IS3300Z 40/72 40HP Briggs EFI engine/72" mowers for the cost not to exceed \$30,400.

**MOTION CARRIED**

**7.5 Park Asset Management Proposal**

Director Best briefly presented Proposal for Park and Recreation Asset Management and Cityworks along with James Hale of Stantec. Rich Wade began a review the advantages of City Works. The Commission stopped the presentation and moved to postpone the discussion until the next meeting due to Commission members being absent from the meeting.

Discussion postponed until next meeting.

**7.6 Montibeller Ribbon Cutting/Grand Opening Ceremony**  
The Commission requested staff to work on a ribbon cutting ceremony.

**7.7 Bike Stations**  
Rotary Club will be responsible for ongoing maintenance of the bike repair stations which is expected to be minimal. The Commission requested staff to work with the Saline Rotary Club to determine the next steps to move forward on the bike stations project.

## **8.0 Director Report**

### **8.1 Board of Trustees Report**

#### **8.1.1 Township Re-Organization**

Park and Recreation Manager and Recreation Manager positions will be posted.

#### **8.1.2 Recreation Fee Structure**

BOT approved the fee structure for rental of pavilions and fields without setting a rental fee for the Pavilion. Rich Wade will document safety procedures as the Board of Trustees shared the same safety concerns that the Park Commission has. Director Best noted that the new Montibeller Pavilion cannot be rented out until a fee is approved by the Board of Trustees.

## **9.0 Chair Report**

None

## **10.0 Public Comment II**

Christina Lirones commented on the sidewalk gap. She is questioning how a sidewalk on the west side of the street could be considered unsafe. She would like to see the Township fill the gap in the sidewalk. She shared how Pittsfield Prairie Park was developed. She also sees no issues with a picnic table at Waters Oak Valley park.

## **11.0 Adjournment**

Motion by Commissioner Ebron, supported by Commissioner Dingman to adjourn the meeting.

**MOTION CARRIED**

Meeting adjourned at 9:32pm.

**Respectfully Submitted,**

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Denise Lund, Parks and Recreation, Recording Secretary

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Theresa Tupacz, Chair

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Stacy Ebron, Secretary

Draft



**RISK ASSESSMENT BY PARK**

PARK	IDENTIFIED RISK	ESTIMATED COST	FREQUENCY
Pittsfield Park	Roof replacement on Pavilion-shingles falling to ground	\$10,000	One time cost
	Playground replacement-Unserviceable due to age	\$300,000	One time cost
	Soffball field gravel (1 field)	\$4,000	Annual
	<b>Total:</b>	<b>\$314,000</b>	
Montibeller Park	Soffball field gravel (2 fields)	\$8,000	Annual
	Crack repair on Tennis court	\$3,000	Every 3-5 years
	Foundation repairs to old Pavilion	\$10,000	One time cost
	Playground equipment repair	\$2,000	Annual
	Safety Surfacing (3 inches of EWF)	\$4,000	Annual
	Attached Kiosk replacement	\$500	One time cost
	Grill Replacement \$500/each	\$1,000	Annual
	Crack Seal repairs on blacktop trails	\$1,000	Every 3-5 years
<b>Total:</b>	<b>\$29,500</b>		
Lillie North	Fishing Pier replacement (2)	\$30,000	One time cost
	Grill Replacement \$500/each	\$1,000	Annual
	Replacement bench \$1000/each	\$2,000	Annual
	<b>Total:</b>	<b>\$33,000</b>	
Lillie South	Large Boardwalk replacement	\$500,000	One time cost
	Playground repairs	\$2,000	Annual
	Safety Surfacing (3 inches of EWF)	\$2,000	Annual
	Grill Replacement \$500/each	\$1,000	Annual
	Attached Kiosk replacement	\$500	One time cost
	Small Boardwalks- Wood deterioration requiring board replacements	\$2,500	Annual
	Replacement bench \$1000/each	\$2,000	Annual
	Crack Seal repairs on blacktop trails-Lillie North/South	\$6,500	Every 3-5 years
<b>Total:</b>	<b>\$516,500</b>		
Hickory Woods	Playground repairs	\$2,000	Annual
	Safety Surfacing (3 inches of EWF)	\$5,500	Annual
	Parking (Redo Pavement markings, particularly at ADA spots)	\$6,000	One time cost
	Grill Replacement \$500/each	\$1,000	Annual
	Attached Kiosk replacement	\$500	One time cost
	Crack Seal repairs on blacktop trails	\$3,500	Every 3-5 years
<b>Total:</b>	<b>\$18,500</b>		
Prairie Park	Playground repairs	\$2,000	Annual
	Safety Surfacing (3 inches of EWF)	\$2,500	Annual
	<b>Total:</b>	<b>\$4,500</b>	
Pittsfield Preserve	New trail head and directional markers	\$5,000	One time cost
	<b>Total:</b>	<b>\$5,000</b>	
Marshview Meadows	Playground repairs	\$2,000	Annual
	Safety Surfacing (3 inches of EWF)	\$3,000	Annual
	Grill Replacement \$500/each	\$1,000	Annual
	Attached Kiosk replacement	\$500	One time cost
	Small Boardwalks- Wood deterioration requiring board replacements	\$2,500	Annual
	Large Boardwalk/Dock: board replacement, vegetation clearing	\$5,000	Annual
	Replacement bench \$1000/each	\$2,000	Annual
	Crack Seal repairs	\$1,000	Every 3-5 years
<b>Total:</b>	<b>\$17,000</b>		
Woolley Park	Playground repairs	\$2,000	Annual
	Safety Surfacing (3 inches of EWF)	\$5,000	Annual
	Bridge repairs- Wood deterioration requiring board replacements	\$5,000	Annual
	Limestone bridge approach resurfacing	\$2,000	Annual
<b>Total:</b>	<b>\$14,000</b>		
<b>Grand Total:</b>		<b>\$952,000</b>	

	Urgent safety repairs
	Non-urgent safety related repairs
	Emerging safety repairs



# Pittsfield Charter Township

Department of Municipal Services

Parks & Recreation

701 West Ellsworth Road, Ann Arbor, MI 48108

Phone: (734) 822-2120 • Fax: (734) 996-3015

Website: [www.pittsfield-mi.gov](http://www.pittsfield-mi.gov)

Mandy Grewal, Supervisor

## ASSET MANAGEMENT PROPOSAL PARK COMMISSION 03-29-22

### BACKGROUND

The Park Commission requested a completed Asset Management Plan be presented and approved before they will approve the 2023 budget. The Commission directed staff to solicit a proposal from Stantec on the cost of helping to set-up the Asset Management program since it has been over a year since the Asset Management system has been in the works. Staff was directed to bring this item back to the next meeting on April 5<sup>th</sup> 2022.

Staff met with the Stantec team that worked on the previous asset management effort. The consultants explained that in June of 2020 they were tasked with developing an asset replacement and rehabilitation planning program for Park assets. The data collection phase and inventory were nearly completed when the Park Director and Municipal Services Director left the employment of the Township. At that time the Cityworks' license agreement expired and work on the project was paused.

### PROPOSAL

The proposal submitted by Stantec is to restart the program, utilizing the previously completed work to finish the asset management plan and computerized maintenance management system. There are five tasks that make up this effort. Level of Service, Asset Inventory, Business Risk Exposure, Financial Summary and Cityworks Implementation.

### COST

The estimated cost for the Asset Management and Cityworks Proposal from Stantec is not to exceed \$128,270.

#### FEE ESTIMATE SUMMARY

TASK	# OF HOURS	COST
Level of Service	66	\$11,100
Asset Inventory	56	\$8,930
Business Risk Exposure		
Consequence of Failure	86	\$14,260
Likelihood of Failure	96	\$16,280
Financial Summary	56	\$9,220
Cityworks Implementation	404	\$66,910
Expenses		\$1,500
Totals:	764	\$128,200

There is an additional cost not to exceed \$2,500 recommended for one staff member to attend Cityworks Online Training to pay directly to Trimble (Cityworks.) The cost for Cityworks Licensing annually is \$6,500. This would bring the project's estimated total cost for year one to \$137,200 and approximately \$10,000 to \$12,000 per year after that.

## **TIMELINE**

Stantec anticipates completing this project proposal within 12 months from project start.

## **PROJECT ASSUMPTIONS**

Work has already been completed for condition assessments for assets. This work is not part of this project proposal. It is expected that any field condition assessments have either already been done recently or can be done by Park Staff using tools setup in Cityworks

Licensing for ESRI (GIS) and Cityworks products is the responsibility of Pittsfield Township and will be done directly with ESRI and Trimble (Cityworks)

## **SUMMARY**

The proposal from Stantec will develop an Asset Management Report and computerized tracking system that will meet and /or exceed the goals of the Park Commission's request. This project proposal creates the asset management plan that can be utilized by staff through Cityworks on a daily basis to manage assets to ensure proper level of service in the Pittsfield Township park system. The project proposal cost from Stantec for Asset Management and Cityworks is not to exceed \$128,270. Adding training and licensing costs, the total project estimate is \$137,200. Staff submits this proposal to the Park Commission for their review and consideration.

## **ATTACHMENTS**

Stantec Proposal for Pittsfield Parks and Recreation Asset Management and Cityworks Fee Estimate by Task



**Stantec Consulting Michigan Inc.**  
3754 Rancho Drive  
Ann Arbor MI 48108-2771

March 25, 2022

Project/File: 207585015

**Matthew Best**

Director of Municipal Services  
Pittsfield Township  
6201 W. Michigan Avenue  
Ann Arbor, MI 48108

Dear Matthew Best,

**Reference: Proposal for Pittsfield Parks and Recreation Asset Management and Cityworks**

Pursuant to your request, Stantec Consulting Michigan Inc. (Stantec) is pleased to present below a detailed proposal to provide engineering services related to the Pittsfield Parks and Recreation (PPR) Asset Management and Cityworks Scope.

**BACKGROUND AND UNDERSTANDING**

In June 2020, the Parks and Recreation Commission (PRC) requested the Parks Director to research recommended next steps to prepare an asset replacement and rehabilitation planning program for the Parks Department. Stantec was engaged to assist in developing the program to better manage assets and costs utilizing the Township's existing GIS and Asset Management (i.e. Cityworks) tools. After numerous discussions, Stantec recommended that PRC phase-in both an asset management plan and a computerized maintenance management system to provide the tools for implementing a strategy to optimize the value of assets across the entire lifecycle of ownership. The Data collection and inventory component work soon began and was nearly completed. Near the end of 2020 and early 2021, all work ceased with the departure of the Parks Director and Municipal Services Director, along with the expiration of Townships Cityworks licensing agreement that was not renewed. This proposal is being submitted to re-engage the program and utilize the previously completed work.

**SCOPE OF WORK**

The following is the proposed scope of work included in the proposal:

**1. Level of Service**

The cost of providing services depends on the level of service (LOS) required by PPR and stakeholders (internal and external). The full cost of providing that LOS must be shown so that a realistic LOS is set and ties into the expectation of stakeholders and appropriate fees. The goal is to provide the required LOS at the lowest appropriate costs and risks. Metrics and performance measures need to be carefully defined to reflect critical business needs with a mix of leading and lagging indicators. Stantec will:

- Define an LOS for each asset

Reference: PPR Asset Management and Cityworks

- Establish Key Performance Indicators (KPIs) and metrics to meet LOS
- Determine LOS funding levels

The LOS will be developed through a workshop setting or settings with relevant PPR stakeholders.

Deliverables:

- Workshop: LOS Discussion
- Technical memorandum defining the LOS and requirements to meet those levels.

## 2. Asset Inventory

The asset inventory resides in GIS and the geodatabase serves as the authoritative system of record for asset management. As the source of truth, the GIS information should be verified and continually validated by those who know the assets best. This system of record must include the appropriate information about all assets to enable PPR to accurately assess the levels of risk the assets pose to the desired LOS.

### Date Completeness

Supplement current asset inventory with any new park assets that have been developed over the past (2) years.

### ArcGIS Online

Update ArcGIS Online with necessary web maps to support the Cityworks Implementation.

Deliverables:

- Updated ArcGIS Online geodatabase
- Updated Web map to support Cityworks

## 3. Business Risk Exposure

Develop a uniform Asset Consequence of Failure (COF), Likelihood of Failure (LOF) and Business Risk Exposure (BRE) Assessment and scoring method for all asset classes and facilities.

$BRE = COF \times LOF$

Develop high-level categories for the COF and LOF that will be used for all asset classes maintained by PPR. Table below shows typical categories used in the development of the asset-risk framework.

Likelihood of Failure	Consequence of failure
Asset condition	Economic impacts

Reference: PPR Asset Management and Cityworks

Asset performance	Social impacts
	Environmental impacts
	Regulatory
	Health and Safety
	Operational service delivery

### COF Framework and Scoring

Using the asset inventory refined in Task 2, Stantec will work with PPR staff to assign the appropriate COF scores to assets.

### LOF - Condition Framework and Scoring

Asset condition data will be used to develop LOF scores that will be applied as one of the key inputs to the risk assessment framework.

Deliverables:

- Updated geodatabase to include asset scores for BRE, COF, LOF
- Technical memorandum defining the BRE Framework along with LOF and COF scoring methods

## 4. Financial Summary

Asset management financial planning includes 2 aspects:

- Future capital planning forecasting
- Change to operations and maintenance (O&M) historical budgets.

These are essential to understand the costs associated with achieving PPR's Levels of Service (LOS) and the long-term financial plan assists in determining not only the amount of money required, but also whether external funding can be secured.

Deliverables:

- Technical memorandum

## 5. Cityworks Implementation

PPR is looking for an Asset Management System (AMS) that the PPR can use to manage all of their Parks and Recreation assets in one place. In addition to Parks and Recreation assets, the Township would like for

**Reference:** PPR Asset Management and Cityworks

the AMS to be expandable and capable to host other assets currently managed by other departments within the Township.

In understanding the PPR's needs, Stantec proposes implementing Cityworks AMS for the PPR.

Cityworks is a GIS-Centric platform designed to help the PPR manage assets and associated data, business processes and work activities.

### **Project Initiation Meeting and Setup**

A meeting will be held with PPR staff, to clarify project management and specific task responsibilities. The project initiation meeting will be scheduled after the Notice-to-Proceed (NTP) is received and will address the following items:

- Project Scope and Management - The project scope and delivery expectations will be presented, discussed, and finalized. The lines of communication and reporting between the PPR and Stantec will be established. Responsibilities of all parties will be detailed.
- Project schedule and the frequency of the project updates will be discussed and agreed upon.

### **Project Implementation Planning**

Stantec will conduct two (2) 2-hr workshops with the PPRs project team to generate the workflows, reports, methodologies and user group needs which will be collectively used to develop a Design and Configuration Plan (DCP) document that Stantec will use for configuring the Cityworks environment and configuring the solution. The series of workshops are designed to establish and assess the Business Requirements, User Requirements, and Functional Requirements that must be considered when developing the DCP.

### **Workflow Development**

Stantec will develop and document the following workflows based on the outcomes of the workshop:

- Service Requests
- Preventative and Reactive Maintenance
- Inspections

### **Additional Information**

Stantec will collect the following additional information which will help Stantec configure the AMS to accommodate internal processes:

- Employee Hierarchy - A list of all employees and consultants with login and domain information.
- Work Orders - Lists of all the primary activities each department handles.
- Tasks - Lists of all the tasks associated with the work orders.
- Materials Hierarchy- A list of Client's work order materials.
- Equipment Hierarchy- A list of Client's work order equipment.
- Service Requests - Details about all the service requests or calls that may come in.
- Project Hierarchy - Define any ongoing municipal and capital improvement projects.

**Reference:** PPR Asset Management and Cityworks

- Contractors List - Details about contractors used for work activities.
- Inspections - A list of inspections completed against assets along with the information captured during the inspection.

### **Cityworks Base Configuration**

Based on information gathered and compiled on the DCP, Stantec will conduct the base configuration for the solution. The base configuration will consist of the following:

- Asset Groups and Connections to ArcGIS Online data sources (Client GIS Layers)
- Groups and permissions
- Service Requests per Asset Type
- Workorders per Asset Type
- Inspections per Asset Type
- Advance Query setup
- Group and User Dashboard Configuration

Stantec will utilize the PPR's CWOL environment for the configuration and will provide a demonstration at the end of the initial base configuration.

### **Cityworks Training**

Stantec will work with the PPR to identify and develop a Cityworks "Champion". This Champion will be the primary recipient of knowledge transfer session conducted throughout the duration of the project. It is anticipated that this Champion will become the Cityworks Subject Matter Expert (SME) and will utilize one-on-one sessions with Stantec staff to deepen their knowledge of the implementation. This Champion will also attend Stantec recommended Cityworks web training sessions.

Stantec will prepare a user guide as part of the implementation. This guide will provide local "How To" instructions for various workflows as well as describe the data sources, security, and other relevant information.

Stantec will conduct up to five (5) online MS Teams training sessions that will provide the PPR with the ability to follow workflows and ask questions. Through MS Teams, Stantec will be able to both share and view the PPR's screens to make for meaningful interactions.

**Deliverables:** Three (1.5) hour End User One hour training sessions along with documentation, Six (1) hour Champion individual knowledge transfer sessions

**Assumptions:** PPR will identify a Champion to serve as a Train the Trainer role, Champion will attend independent Stantec recommended Cityworks Online Training sessions at a cost of Not To Exceed (\$2,500) to be paid directly to Trimble (Cityworks)

### **Go Live Support**

Stantec and PPR will determine a Go Live date at which point all service requests, work orders and inspections will be entered into Cityworks as part of the PPR's operations. Stantec will be on-site for two (2) days during this Go Live to provide hands-on support if needed.



Reference: PPR Asset Management and Cityworks

### Cityworks Reporting

Utilizing both Cityworks Dashboards and Crystal Reporting, Stantec will develop up to three (3) unique work activity dashboards that summarize various work activities. Stantec will also develop and configure up to five (5) reports that can be printed to PDF.

### Post Implementation Support

After the implementation has been successfully completed and the PPR goes Live, Stantec will provide remote MS Teams support as needed for up to thirty (30) hours.

### PROJECT ASSUMPTIONS

The following are major project assumptions associated with our project scope of work:

- Condition assessments for assets will not be completed as part of this project and it is expected that any field condition assessments have either already been done recently or can be done by PPR staff using tools setup in Cityworks
- Licensing for Esri and Cityworks products is the responsibility of PPR and will be done directly with Esri and Trimble (Cityworks)

### PROJECT SCHEDULE

Stantec anticipates completing the tasks in this scope within 12 months of the Notice to Proceed.

### PROJECT BUDGET

We propose to complete the engineering services on a time and materials basis for a not-to-exceed fee as listed below.

Scope of Work Listed Above	\$128,270.00  *In addition see attached City Works Quote
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The not-to-exceed budget amount stated above includes all fees for the work described in this proposal, including reimbursable charges such as charges for sub-consultants and other specialized services described above. Breakdown by task can be provided if requested.

Please note that this work would be conducted under the General Engineering Services Agreement that has been previously executed between the Township and Stantec Consulting Michigan Inc.

If the above proposal meets your approval, please sign this proposal letter and return a copy to our office. We appreciate the opportunity to provide professional services to the Township. If you have any questions regarding the above information, please do not hesitate to contact us.

Reference: PPR Asset Management and Cityworks

Regards,

**STANTEC CONSULTING MICHIGAN INC.**



**James Hale** GISP  
Business Technology Lead  
Phone: 904-914-4643  
Mobile: 239-284-6485  
james.hale@stantec.com



**Mark D. Pascoe** PE, LEED AP, ENV SP  
Principal  
Phone: 734-214-1865  
Mobile: 734-277-7266  
mark.pascoe@stantec.com

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**ACKNOWLEDGED AND ACCEPTED:**

**PITTSFIELD CHARTER TOWNSHIP**

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Name of Signer:  
Title of Signer:

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# City Works Quote

Pascoe, Mark

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**Subject:** FW: Pittsfield Quote

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**From:** Steve Benner <[sbenner@cityworks.com](mailto:sbenner@cityworks.com)>

**Sent:** Friday, March 25, 2022 8:22 AM

**To:** Hale, James <[James.Hale@stantec.com](mailto:James.Hale@stantec.com)>

**Subject:** Re: Pittsfield Quote

Good morning James,

Our quotes person was out for a few days earlier this week. With the backlog of quote requests, I don't know if we'll have the formal quote this morning. But I can confirm the products and pricing that we discussed:

Cityworks Online AMS Workgroup Respond, (5) users: \$6,500/year

Cityworks Online AMS Workgroup Respond, (2) additional users: \$2,200/year

Technical support and ongoing updates are included, as is access to the [mycityworks.com](http://mycityworks.com) user community and resource site.

I'll forward the formal quote as soon as I get it. In the meantime, is there other content that would be helpful for your submission to Pittsfield?

Thanks for advocating for Cityworks,  
Steve

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On Fri, Mar 25, 2022 at 6:44 AM Hale, James <[James.Hale@stantec.com](mailto:James.Hale@stantec.com)> wrote:

Good morning Steve,

Hoping to have that quote before noon today if possible. Client needs to package this for Council agenda. Thanks

**James Hale**, GISP

Business Technology Lead

Direct: 904 914-4643  
Mobile: 239 284-6485

Office: 904 247-0787  
[james.hale@stantec.com](mailto:james.hale@stantec.com)

Stantec  
4651 Salisbury Road Suite 350  
Jacksonville FL 32256-6107



# FEE ESTIMATE -

		Technology Lead	Engineer	Asset Management Lead	GIS Lead	Expense	Cityworks Support						
Project Billing Rate		\$200.00	\$155.00	\$225.00	\$150.00	\$1,500.00	\$225.00	Project Summary	Hours	Labour	Expense	Subs	Total
Total Units (T&M)		114.00	290.00	38.00	288.00	1.00	32.00	Time & Material	730.00	\$119,500.00	\$1,500.00	\$7,200.00	\$128,200.00
Fee (T&M)		\$22,800.00	\$44,950.00	\$8,550.00	\$43,200.00	\$1,500.00	\$7,200.00	Total	730.00	\$119,500.00	\$1,500.00	\$7,200.00	\$128,200.00
WBS Code	Task Name	Units						Task Type	Hours	Labour	Expense	Subs	Total
1	Level of Service	10	50	6	0	0	0	Time & Material	66.00	\$11,100.00	\$0.00	\$0.00	\$11,100.00
1.1	Workshop	6	16	4				Time & Material	26.00	\$4,580.00	\$0.00	\$0.00	\$4,580.00
1.2	Technical Memo	4	34	2				Time & Material	40.00	\$6,520.00	\$0.00	\$0.00	\$6,520.00
2	Asset Inventory	10	6	0	40	0	0	Time & Material	56.00	\$8,930.00	\$0.00	\$0.00	\$8,930.00
2.1	Populate Gaps	4			20			Time & Material	24.00	\$3,800.00	\$0.00	\$0.00	\$3,800.00
2.2	Hierarchy	6	6		20			Time & Material	32.00	\$5,130.00	\$0.00	\$0.00	\$5,130.00
3	Business Risk Exposure	22	128	20	12	0	0	Time & Material	182.00	\$30,540.00	\$0.00	\$0.00	\$30,540.00
3.1	Consequence of Failure							Time & Material	86.00	\$14,260.00	\$0.00	\$0.00	\$14,260.00
3.1.1	Workshop	4	14	2				Time & Material	20.00	\$3,420.00	\$0.00	\$0.00	\$3,420.00
3.1.2	Data Review	4	20	2				Time & Material	26.00	\$4,350.00	\$0.00	\$0.00	\$4,350.00
3.1.3	Technical Memo	4	28	2	6			Time & Material	40.00	\$6,490.00	\$0.00	\$0.00	\$6,490.00
3.2	Likelihood of Failure							Time & Material	96.00	\$16,280.00	\$0.00	\$0.00	\$16,280.00
3.2.1	Workshop	4	14	8				Time & Material	26.00	\$4,770.00	\$0.00	\$0.00	\$4,770.00
3.2.2	Data Review	4	22	4				Time & Material	30.00	\$5,110.00	\$0.00	\$0.00	\$5,110.00
3.2.3	Technical Memo	2	30	2	6			Time & Material	40.00	\$6,400.00	\$0.00	\$0.00	\$6,400.00
4	Financial Summary	8	24	4	20	0	0	Time & Material	56.00	\$9,220.00	\$0.00	\$0.00	\$9,220.00
4.1	Data Updates	8	24	4	20			Time & Material	56.00	\$9,220.00	\$0.00	\$0.00	\$9,220.00
5	Cityworks Implementation	64	82	8	216	0	32	Time & Material	370.00	\$59,710.00	\$0.00	\$7,200.00	\$66,910.00
5.1	Cityworks Planning	24	28	2	20		8	Time & Material	74.00	\$12,590.00	\$0.00	\$1,800.00	\$14,390.00
5.2	Cityworks Configuration	20	14	2	122		8	Time & Material	158.00	\$24,920.00	\$0.00	\$1,800.00	\$26,720.00
5.3	Cityworks Training	10	24	2	20		8	Time & Material	56.00	\$9,170.00	\$0.00	\$1,800.00	\$10,970.00
5.4	Cityworks Go Live Support	10	16	2	24		8	Time & Material	52.00	\$8,530.00	\$0.00	\$1,800.00	\$10,330.00
5.5	Post Go Live Support				30			Time & Material	30.00	\$4,500.00	\$0.00	\$0.00	\$4,500.00
6	Expenses					1		Time & Material	0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00