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THE PERTAN GROUP
PROFESSIONAL SERVICES AGREEMENT
City of Gillette PAVER Software Implementation Newly Annexed Roads

This agreement (“Agreement”) is entered into as of August 7, 2018 (“Effective Date”) by and between PERTAN, Inc. (aka: “PERTAN”), a business management consulting firm located at 44 East Main Street, Suite 513, Champaign, IL 61820, and The City of Gillette, WY (“Client”).

1.0 SCOPE OF SERVICES

1.1 Project Overview

PERTAN will provide the following services (“Services”) to Client:

The following describes the tasks that The PERTAN Group PAVER Team will take to meet the Scope of Work for the City of Gillette PAVER Software Implementation Newly Annexed Roads. (A detailed description of the tasks is described in Appendix A.) The PERTAN Group shall furnish all services as required to update, develop, and implement a fully functioning, computerized Project Management Plan (PMP) using PAVER software. The PERTAN PAVER Team will work closely with Gillette personnel throughout the contract to provide staff a better understanding of the PAVER tools they have to manage their roads.

1.2 Scope of Work

PERTAN will provide the following services (“Services”) to Client:

PHASE I--Tasks 1-4	Deadline
Task 1: Kickoff Meeting / Initial Program setup for the PAVER™ Software	Within 2 weeks of Contract Award
Task 2: Section Definition/ GIS Mapping for newly Annexed Area	Within 4 weeks of Contract Award
Task 3: Pavement Condition Survey	Within 6 weeks of Contract Award (Weather Permitting)
Task 4: Add Work History Using List Provided (Break Sections Accordingly and Update Sample Units)	Within 10 weeks of Contract Award
Task 5: Update Prediction Models and Assign Newly Annexed Sections	Within 11 weeks of Contract Award
Task 6: Identify/Update Maintenance & Repair (M&R) Cost	Within 13 weeks of Contract Award
Task 7: Update/Rerun Maintenance and Repair (M&R) Work Plans	Within 16 weeks of Contract Award
Task 8: Summarize Findings within Report	Within 20 weeks of Contract Award
Task 9: Training/ Future PAVER Development and Implementation Recommendations.	Within 20 weeks of Contract Award

1.3 Client Responsibilities

Upon commencement of the project Client will provide PERTAN with the following:

The City of Gillette will furnish the appropriate number of PAVER 7 license as necessary for the City to adequately maintain the license for City Users. The City will provide a work station for the contractor's staff that includes accesses to the City's GIS data system, GIS software, GIS support, support from City engineering staff, and if desired the last construction dates for sections to be surveyed. The City will also make available all existing studies, reports, recording drawings and other available data that the City has on file which are pertinent to the project. The City will coordinate and conduct timely City Staff reviews of all submittals. The City will review all documents presented by the contractor and make prompt decisions on questions posed. The City will advise the contractor immediately of any new developments that have the potential of affecting the project.

2.0 DELIVERABLES & DEADLINES

PERTAN will provide the following deliverables ("Deliverables"):

PHASE I:

Task 1: The Deliverables for Task 1 will consist of:

- a) **Kick Off Meeting:** Minutes of Kick Off Meeting within **2 weeks** of Contract Award.

Task 2: The Deliverables for Task 2 will consist of:

- a) **Create Section Polygon within the existing PAVER GIS Shapefile for Newly Annexed Area:** Aerial images/ GIS polygons will be used to create the section polygons for the 17 lane miles of newly annexed local roads into the existing PAVER specific shapefile within **4 weeks** of Contract Award.
- b) **Identify Inventory Items for Newly Identified Sections:** All inventory items needed within PAVER database will be identified and recorded within the identified PAVER GIS shapefile.
- c) **Add Newly Identified Sections into PAVER database:** Create Sections and add inventory items within existing PAVER database for all newly annexed sections created within **4 weeks** of Contract Award.

Task 3: The Deliverables for Task 3 will consist of:

- a) **PCI Survey:** The PCI Survey will be conducted within **5 weeks** of Contract Award.
- b) **PCI Survey verified in PAVER 7:** All the inspection data that was entered using tablets will be verified for accuracy and completeness within **6 weeks** of Contract Award.
- c) **Verify all Work History:** The team will verify each of the projects that is included within the work history list and if needed will survey the fixed area to adjust PCI within PAVER within **6 weeks** of Contract Award.

Task 4: The Deliverables for Task 4 will consist of:

- a) **Verify Work History in Field:** The work history provided will be verified during the PCI Survey which will be completed within **5 weeks** of Contract Award (Weather Permitting).
- b) **Adjust GIS and PAVER Database for Work:** Editing the GIS Shapefile and PAVER 7 database to match the work history will be completed within **10 weeks** of Contract Award.

Task 5: The Deliverables for Task 5 will consist of:

- a) **Update Prediction Models:** The newly annexed sections will be added to the appropriate Prediction Model within **10 weeks** of Contract Award.
- b) **Assign Newly Annexed Sections:** The newly annexed sections will be linked appropriately throughout the PAVER database (Prediction Models, M&R Families, etc.) within **11 weeks** of Contract Award.

Task 6: The Deliverables for Task 6 will consist of:

- a) **Collect Unit Costs** The PAVER Team will collect the Unit Costs from Gillette within **13 weeks** of Contract Award

- b) **Identify/Update Cost by Condition** The PAVER Team will use the Unit Costs to generate the Cost by Condition Curves within **13 weeks** of Contract Award

Task 7: The Deliverables for Task 7 will consist of:

- a) **Update Maintenance Policies:** The PAVER Team will work with Gillette to update maintenance policies within **15 weeks** of Contract Award.
- b) **Update/ReRun Maintenance and Repair Work Plans:** The PAVER Team will run 4 M&R Plans as specified by Gillette within **16 weeks** of Contract Award.

Task 8: The Deliverables for Task 8 will consist of:

- a) **Provide Draft Report:** The PAVER Team will furnish a copy of the Draft Report so that Gillette can review and provide feedback within **18 weeks** of Contract Award.
- b) **Submit Final Report:** The Final Report will be submitted within **20 weeks** of Contract Award.

Task 9: The Deliverables for Task 9 will consist of:

- a) **Training:** Training for the City of Gillette Staff will be completed within **20 weeks** of Contract Award.
- b) **Out briefing:** The Out briefing which will summarize the work accomplished under this contract and recommend future PAVER development and implementation will be conducted once the project is concluded within **20 weeks** of Contract Award.

Any delays in PERTAN's performance caused by Client or third parties shall not constitute a breach of this Agreement by PERTAN. Any delays in Client's performance caused by PERTAN or third parties shall not constitute a breach of this Agreement by Client. The Project Schedule may be amended upon agreement of the parties. Significant revisions to a Project Schedule shall be put in writing and attached to this Agreement.

3.0 FEES, EXPENSES & PAYMENT

3.1 Project Fees

PERTAN will charge Client as follows:

Tasks	Amount
Task 1: Kickoff Meeting / Initial Program setup for the PAVER™ Software	\$ 2,226.00
Task 2: Section Definition/ GIS Mapping for newly Annexed Area	\$ 7,849.00
Task 3: Pavement Condition Survey	\$ 17,291.00
Task 4: Add Work History Using List Provided (Break Sections Accordingly and Update Sample Units)	\$ 14,594.00
Task 5: Update Prediction Models and Assign Newly Annexed Sections	\$ 4,678.00
Task 6: Identify/Update Maintenance & Repair (M&R) Cost	\$ 5,945.00
Task 7: Update/Rerun Maintenance and Repair (M&R) Work Plans	\$ 12,631.00
Task 8: Summarize Findings within Report	\$ 11,646.00
Task 9: Training/ Future PAVER Development and Implementation Recommendations.	\$ 10,845.00
Grand Total	\$ 87,705.00

3.2 *Expenses*

In the event expenses for the project are incurred it will be the responsibility of the client to cover the cost of the expenses. Client will be notified in advance of estimated cost of expenses and their relationship to the project. Expenses for travel and direct costs will be reimbursed at the following rates:

- Mileage Reimbursement shall be \$.54 per mile (as of 1/26/18) (Federal GSA rate located at www.gsa.gov)
- Direct Costs shall be the direct costs plus 10% for administration and overhead (OH).
- Hotel, Car Rental, and equipment shall be the actual costs plus 10% for administration and OH.
- Subcontractors shall be the actual cost plus 15% for supervision, administration and OH.

Unless an expense is approved in advance by Client, PERTAN shall be responsible for all expenses incurred while performing services under this Agreement.

3.3 *Fees for Services Beyond Project Scope*

Client and PERTAN will negotiate any additional fees for work beyond the scope of the work described above. Further services would be calculated at PERTAN's standard rates listed below:

Labor Category	Rate
Project Engineer	\$141.55
Senior Civil Engineer	\$93.64
Junior Civil Engineer	\$71.86
Engineer Technician	\$89.29
Junior Engineer Technician	\$45.73
PAVER Programmer	\$106.70
CADD/ GIS Technician	\$89.29
Clerical	\$47.90

3.4 *Payment Terms*

Client will pay PERTAN as follows:

Tasks 1-9:

- **\$2,226.00** upon completion of **Task 1** and invoice from PERTAN.
- **\$7,849.00** upon completion of **Task 2** and invoice from PERTAN.
- **\$17,291.00** upon completion of **Task 3** and invoice from PERTAN.
- **\$14,594.00** upon completion of **Task 4** and invoice from PERTAN.
- **\$4,678.00** upon completion of **Task 5** and invoice from PERTAN.
- **\$5,945.00** upon completion of **Task 6** and invoice from PERTAN.
- **\$12,631.00** upon completion of **Task 7** and invoice from PERTAN.

- **\$11,646.00** upon completion of **Task 8** and invoice from PERTAN.
- **\$10,845.00** upon completion of **Task 9** and invoice from PERTAN.

4.0 INTELLECTUAL PROPERTY

4.1 Intellectual Property Ownership

PERTAN assigns to Client PERTAN's entire copyright, title and interest in the following content ("Content"):

- All text written or edited for Client's PAVER Implementation Project.

If PERTAN hires any third parties to create Content as described in this Agreement, PERTAN will secure ownership of those portions, and such ownership will be assigned to Client under this section.

Client will secure all necessary rights to copyright, trademark or other intellectual property to any materials it submits to PERTAN for use in the Services.

Nothing in this section will affect ownership of intellectual property created and owned by any entities not a party to this Agreement and not pursuant to an agreement with PERTAN.

4.2 Credit

PERTAN and Client agree to the following obligations regarding:

Client will include the following credit:

"The PAVER Implementation for the City of Gillette, WY was developed by THE PERTAN GROUP **PAVER Team**, www.pertan.com ; phone: (217) 356-1348."

This credit will appear: In the appropriate section of website or of a printed report referencing the PAVER Implementation.

No materials bearing PERTAN's name shall be modified or reformatted in any way by Client without review and written consent from PERTAN.

4.3 License to PERTAN & Permitted Uses

Client grants to PERTAN permission to reproduce Project Deliverables for use in portfolios and other PERTAN marketing materials, to use Client as a reference for the work performed by PERTAN, and to publish and speak publicly about the processes and materials developed in the course of performance of this Agreement, so long as trade secrets or confidential information of Client are not disclosed without Client's consent.

5.0 TERM & TERMINATION

5.1 Term

The term of this Agreement shall commence on the Effective Date and shall automatically terminate on April 1, 2019 or on the completion of the Services, delivery of Deliverables, and payment of all Project Fees and Expenses as specified in this Agreement, whichever is later, unless otherwise extended by mutual written agreement or terminated in accordance with Section 5.2.

5.2 Termination

(a) Either party may terminate this Agreement effective immediately if the other party (i) commits any material breach or default of this Agreement; (ii) becomes the subject of any voluntary or involuntary proceeding under the U.S. Bankruptcy Code or state insolvency proceeding and such proceeding is not terminated within sixty (60) days of its commencement; or (iii) ceases to be actively engaged in business and has not assigned this Agreement in accordance with Section 10.1.

(b) If this Agreement is terminated other than by reason of a material breach by PERTAN, PERTAN shall be entitled to a pro rata payment for work in progress based on the percentage of the Services then completed, as reasonably determined by PERTAN in accordance with the applicable fee schedule and PERTAN's standard hourly rate as set forth in Section 3.0.

6.0 CONTRACTOR RELATIONSHIP

PERTAN is an independent contractor, and neither PERTAN nor PERTAN's employees or contract personnel are, or shall be deemed, Client's employees. This Agreement does not create a partnership relationship. Neither PERTAN nor Client have authority to enter into contracts on the other's behalf.

7.0 NON-SOLICITATION & CONFIDENTIAL INFORMATION

7.1 Non-solicitation

During, and for a period of five years after termination of this Agreement, Client agrees not to solicit or recruit PERTAN's employees, contractors, or freelancers of which Client becomes aware as a result of PERTAN's services for Client.

7.2 Confidential Information

PERTAN and Client agree not to use or disclose to any third party, either during or after the term of this Agreement, any proprietary or confidential information of the other party without the other party's consent. PERTAN and Client shall not be restricted in using any material which is publicly available, already in their possession or known to them, or which is rightfully obtained from sources other than the other party.

Proprietary or confidential information includes business plans, customer lists, operating procedures, trade secrets, design formulas, know-how and processes, computer programs and inventories, discoveries and improvements of any kind owned by PERTAN or by Client; and any information marked "Proprietary" or "Confidential."

8.0 WARRANTIES & REPRESENTATIONS

PERTAN warrants that it is able to complete the Services in a professional and timely manner; that any Project Deliverables shall be original or all necessary permissions and releases obtained and paid for; and that any Project Deliverables shall not contain any false, misleading, libelous or unlawful matter.

Client warrants that any material given by Client to PERTAN for use in the Services under this Agreement shall be original or all necessary permissions and releases obtained and paid for; and that any such material shall not contain any false, misleading, libelous or unlawful matter.

9.0 LIABILITY

9.1 Total Liability

In no event shall PERTAN's aggregate liability for all cases or controversies arising out of the subject matter of this Agreement, whether in contract, tort or otherwise, exceed the aggregate payments actually received by PERTAN under this Agreement. In no event will PERTAN be liable to Client or any third party for any special, incidental or consequential damages or lost profits, whether based in breach of contract, tort (including negligence), product liability or otherwise, and whether or not PERTAN has been advised of the possibility of such damage.

9.2 Limitation of Remedies

Client's exclusive remedy, and PERTAN's sole liability for any case or controversy arising out of PERTAN's failure to perform any of its obligations hereunder shall be to terminate this Agreement pursuant to Section 5.2 and receive a refund from PERTAN of the unearned portion of any fees paid with respect to the Services.

10.0 MISCELLANEOUS

10.1 Disputes

If a dispute arises under this Agreement, the parties agree first to try to resolve the dispute with the help of a mutually agreed-upon mediator in Wyoming. Any costs and fees other than attorney fees associated with the mediation shall be shared equally by the parties. If the dispute is not resolved within 30 days after it is referred to the mediator, any party may take the matter to court. If any court action is necessary to enforce this Agreement, the prevailing party shall be entitled to reasonable attorney fees, costs and expenses in addition to any other relief to which he or she may be entitled.


11.0 Sovereign Immunity

11.1 Sovereign Immunity

The client expressly reserves governmental immunity. The client specifically retains all immunities and defenses available to them as sovereign or governmental entity pursuant to Wyoming Stat. § 1-39-101, et seq., and all other applicable law.

**THE PERTAN GROUP
PROFESSIONAL SERVICES AGREEMENT**

City of Gillette 2019 PAVER Software Implementation Newly Annexed Roads Project No. 19EN04

City of Gillette, WY	The PERTAN Group
Signature:	Signature: 
Name: Louise Carter-King	Name: Patrick Tanner
Title: Mayor	Title: Partner
Date:	Date: July 23, 2018
Attest:	
Title: City Clerk	

Appendix A

Scope of Work

The PERTAN Group shall furnish all services as required to update, develop, and implement a fully functioning, computerized Project Management Plan (PMP) using PAVER software. The PERTAN PAVER Team will work closely with Gillette personnel throughout the contract to provide staff a better understanding of the PAVER tools they have to manage their roads.

Task 1: Kickoff Meeting (Discuss SOW and Dates of Deliverables)

The PAVER Team will conduct a kickoff meeting with Gillette to review the project's schedule, budget, documents, goals, format of deliverables, and to clarify the responsibilities of each party. At the Kickoff Meeting, the team will have a list of the items needed to establish and survey the newly annexed 17 lane miles of local roads using the PAVER software; items needed to complete the work history entry into PAVER; information that will be needed to update M&R Plans; and a brief outline of what will be covered within the training.

Period of Service: The Kick Off Meeting will be held within **2 weeks** of Contract Award.

Task 1 Milestones:

a) **Kick Off Meeting:** Minutes of Kick Off Meeting within **3 weeks** of Contract Award.

Task 1 Estimated Manpower Hours: An estimated **22** manpower hours are expected for this task. (A detailed breakout of the manpower hours is included in the cost proposal.)

Task 2: Section Definition/GIS Mapping for Newly Annexed Area

The PAVER Team will work with the GIS polygon shapefile that was established for the PAVER Implementation in 2016 and add Section polygons for the 17 lane miles of newly annexed local roads. The newly annexed local roads will be digitized using raster imagery provided by the city or base map layers provided by ESRI within ArcGIS. Naming conventions for each road will be determined for Gillette's "Network" of roadway pavements. Each of the defined roads will be considered a "Branch" and each segment of pavement along a given branch is considered a "Section" (standard procedure suggests sections segments should to be cut at every major intersection). The Network, Branch and Section definition will resemble the naming conventions used in the 2016 section definition.

Once the section polygons are established for the newly annexed 17 lane miles of local roads, the following inventory items will be recorded within the GIS file:

- 1.) Section to's and from's
- 2.) Section lengths and widths
- 3.) Section area
- 4.) Surface type
- 5.) Construction history (Google Earth)
- 6.) Slab lengths and widths if concrete.

After the inventory items are identified within GIS polygon shape file, The PAVER Team will use the existing PAVER database and add the newly annexed sections and inventory items into the Database and

link the GIS accordingly. This will not affect any of the previous findings; the newly annexed area will be added to the pavement network.

Period of Service: The newly annexed GIS section polygons and inventory items will be linked and entered into PAVER 7 within **4 weeks** of Contract Award.

Task 2 Milestones:

a) Create Section Polygon within the existing PAVER GIS Shapefile for Newly Annexed Area:

Aerial images/ GIS polygons will be used to create the section polygons for the 17 lane miles of newly annexed local roads into the existing PAVER specific shapefile within **4 weeks** of Contract Award.

b) Identify Inventory Items for Newly Identified Sections: All inventory items needed within PAVER database will be identified and recorded within the identified PAVER GIS shapefile.

c) Add Newly Identified Sections into PAVER database: Create Sections and add inventory items within existing PAVER database for all newly annexed sections created within **4 weeks** of Contract Award.

Task 2 Estimated Manpower Hours: An estimated **84** manpower hours are expected for this task. (A detailed breakout of the manpower hours is included in the cost proposal.)

Task 3: Pavement Condition Index (PCI) Survey

The PAVER Team will conduct PCI Surveys on the 17 lane miles of newly annexed local roads using the PCI scale which follows the current ASTM 6433 Standards for roadway and parking inspections. This survey will include all 20 distresses for asphalt surfaces and 19 distresses for concrete surfaces. It was noted that these road sections will be a mix of asphalt and concrete surface types. As an effort to locate the start of inspected Sections and SUs, it was decided to include a GPS Point at the start of each Section's and at the beginning of each inspected SU. Tablets with the latest version of PAVER and GPS tracking devices will be used to aid in the inspection. At least 1 picture will be taken of each inspected SU. Also, during the PCI Survey, The PAVER Team will verify each completed project on the work history list. This will allow the team to ensure that the From's and To's are accurate and that no significant deficiencies are found within the newly constructed areas. For work types that are not "major work", the team will survey the impacted area to accurately adjust the PCI for the work completed.

Period of Service: The PCI Survey will be conducted and verified in PAVER 7 within **6 weeks** of Contract Award. (Weather permitting.)

Task 3 Milestones:

a) PCI Survey: The PCI Survey will be conducted within **5 weeks** of Contract Award.

b) PCI Survey verified in PAVER 7: All the inspection data that was entered using tablets will be verified for accuracy and completeness within **6 weeks** of Contract Award.

c) Verify all Work History: The team will verify each of the projects that is included within the work history list and if needed will survey the fixed area to adjust PCI within PAVER within **6 weeks** of Contract Award.

d) Adjust PCI Survey for Preventative Work: The team will add or adjust samples to accurately adjust the PCI of Sections that have received patching and/or crack sealing.

Task 3 Estimated Manpower Hours: An estimated **148** manpower hours are expected for this task. (A detailed breakout of the manpower hours is included in the cost proposal.)

Task 4: Add Work History Using List Provided (Break Sections Accordingly and Update Sample Units)

Using the current PAVER GIS file created in Task 2, the team will integrate the work history excel file that was provided by the City into the current PAVER database. The initial work history list that has been provided includes: Project Number, Date, Branch Name, To's and From's and Work Types, but does not include Branch/Section ID's. It will be The PAVER Team's responsibility to identify the Branch ID and Section ID's that each project falls within (divide sections according). The PAVER Team will take the work history list to Gillette and verify the boundaries of each project in the field during the PCI Survey. This will ensure that all section properties are identified correctly and will be updated accurately in the Database. The PAVER Team will also look at the quality of work completed by Gillette Staff to make sure there are no concerning deficiencies. As mentioned in Task 3, if the work was not "major work" the work will be inspected so that an updated PCI can be established for the section. Once the sections have been adjusted to match the work history, the inspected SU's will be moved to the appropriate section so that the historical information remains consistent. The PAVER Team will track all the changes made during this task and will provide an excel file to Gillette that can be used to import the work history into PAVER. During this effort, the PAVER Team will use a recording software to record important steps that are used to properly adjust sections and move sample units. Gillette will then be able to reference future work history updates. This recorded footage will be used during Task 9 (Training).

Period of Service: Work History will be verified and entered into PAVER 7 within **10 weeks** of Contract Award.

Task 4 Milestones:

- a) **Verify Work History in Field:** The work history provided will be verified during the PCI Survey which will be completed within **5 weeks** of Contract Award (Weather Permitting).
- b) **Adjust GIS and PAVER Database for Work:** Editing the GIS Shapefile and PAVER 7 database to match the work history will be completed within **10 weeks** of Contract Award.

Task 4 Estimated Manpower Hours: An estimated **112** manpower hours are expected for this task. (A detailed breakout of the manpower hours is included in the cost proposal.)

Task 5: Update Prediction Models and Assign Newly Annexed Sections

The PAVER Team will update all prediction models so that the newly annexed areas are included in the prediction models. The amount of work history and initial construction dates provided will determine the accuracy of the models. At a minimum, prediction models will be developed for each combination of Branch Use and Surface Type. The PAVER Team will also update the Critical PCI for each family model. Lastly, The PAVER Team will assign newly annexed sections to the appropriate Prediction Models and M&R Family Models within the PAVER Database.

Period of Service: The updated Prediction Models will be available within **11 weeks** of Contract Award.

Task 5 Milestones:

- a) **Update Prediction Models:** The newly annexed sections will be added to the appropriate Prediction Model within **10 weeks** of Contract Award.
- b) **Assign Newly Annexed Sections:** The newly annexed sections will be linked appropriately throughout the PAVER database (Prediction Models, M&R Families, etc.) within **11 weeks** of Contract Award.

Task 5 Estimated Manpower Hours: An estimated **36** manpower hours are expected for this task. (A detailed breakout of the manpower hours is included in the cost proposal.)

Task 6: Identify/Update Maintenance & Repair (M&R) Cost Tables

The PAVER Team will provide the City of Gillette with an excel document that has standard preventative and major work types, so that Gillette can fill in the specific unit costs for similar work types. The excel document is used to show examples of work types but can be modified to fit Gillette's specific work types. During the 2016 survey, default costs were used for M&R Work Plans. Using actual construction costs will improve the accuracy of the plans. Another option would be to use the default costs but apply a multiplier to all costs to better represent Gillette's actual work costs. After Unit Costs are established, the team will generate Cost by Condition Curves for each work category.

Period of Service: The Preliminary Prediction Models will be available within **13 weeks** of Contract Award.

Task 6 Milestones:

- a) **Collect Unit Costs** The PAVER Team will collect the Unit Costs from Gillette within **13 weeks** of Contract Award
- b) **Identify/Update Cost by Condition** The PAVER Team will use the Unit Costs to generate the Cost by Condition Curves within **13 weeks** of Contract Award

Task 6 Estimated Manpower Hours: An estimated **42** manpower hours are expected for this task. (A detailed breakout of the manpower hours is included in the cost proposal.)

Task 7: Update/Rerun Maintenance and Repair (M&R) Work Plans

The PAVER Team will meet with Gillette Engineering staff to determine the City's current practice for pavement treatment. The PAVER Team will update the maintenance policies within the PAVER database for the type of maintenance, rehabilitation, or replacement treatments required for each street segments. After all Maintenance Policies are updated, The PAVER Team will run 4 specific M&R work plans. The 4 plans can be customized to best meet Gillette's needs, but will be structured to include: Eliminate Backlog, Maintain PCI or Desired PCI, Maintain Current or Desired Budget and Stop Gap only. Running these plans will give a range of funding levels and the consequential PCI results. From the plans, PAVER generated project planning will be exportable to excel, GIS shapefiles or PDF format. As part of Task 9 (training) Gillette elected to have some additional training on how to run/read the M&R plans, so that they can use them to determine which projects to select. The PAVER Team will record footage from running M&R Plans to aid in the training for running/reading M&R Plans.

Period of Service: The Model work plans will be available **16 weeks** of Contract Award.

Task 7 Milestones:

- a) **Update Maintenance Policies:** The PAVER Team will work with Gillette to update maintenance policies within **15** weeks of Contract Award.
- b) **Update/ReRun Maintenance and Repair Work Plans:** The PAVER Team will run 4 M&R Plans as specified by Gillette within **16** weeks of Contract Award.

Task 7 Estimated Manpower Hours: An estimated **104** of manpower hours are expected for this task. (A detailed breakout of the manpower hours is included in the cost proposal.)

Task 8: Summarize Findings within Report

The PAVER Team will summarize the following in a report

- a) PCI Survey results from the newly annexed 17 lane miles of local roads
- b) Work History that was added on Section Level
- c) Conditional Analysis Report showing present condition of the entire network
- d) Updated Prediction Models
- e) Current Unit Costs and Cost by Condition
- f) M&R Results from the 4 Budget Scenarios
- g) M&R Recommendations from PAVER
- h) Training Slides for Reference

The purpose of this report is to document what work was completed during this task order, but also to assist Gillette staff with budgeting and selecting pavement projects. Exported GIS files, Excel documents, PDF files, survey pictures, and all other beneficial documents will be included as deliverables within a final CD. The Report will be delivered electronically unless Gillette elects to have a copy printed.

Period of Service: The Model work plans will be available **20 weeks** of Contract Award.

Task 8 Milestones:

- a) **Provide Draft Report:** The PAVER Team will furnish a copy of the Draft Report so that Gillette can review and provide feedback within **18 weeks** of Contract Award.
- b) **Submit Final Report:** The Final Report will be submitted within **20 weeks** of Contract Award.

Task 8 Estimated Manpower Hours: An estimated **100** of manpower hours are expected for this task. (A detailed breakout of the manpower hours is included in the cost proposal.)

Task 9: Training/ Future PAVER Development and Implementation Recommendations.

The PAVER Team will use GoToMeeting software to train the City of Gillette employees remotely. This allows the team to record the training sessions, so that Gillette can reference them in the future. The training will cover the following: steps to accurately and effectively adjust sections to add work history and running and reading M&R work plans. The PAVER Team will estimate 6-8 hours of extra time for general PAVER related questions. Lastly, The PAVER Team will provide an Out-Brief presentation illustrating the findings from the newly annexed PCI Survey and the updated PAVER database results.

Period of Service: The Training and out briefing which will include recommendations for future PAVER development and implementation projects will be conducted **20 weeks** of Contract Award.

Task 9 Milestones:

- a) **Training:** Training for the City of Gillette Staff will be completed within **20** weeks of Contract Award.
- b) **Out briefing:** The Out briefing which will summarize the work accomplished under this contract and recommend future PAVER development and implementation will be conducted once the project is concluded within **20** weeks of Contract Award.

Task 9 Estimated Manpower Hours: An estimated **84** manpower hours are expected for this task. (A detailed breakout of the manpower hours is included in the cost proposal.)