THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

COMPUTRONIX (U.S.A.), INC.

THIS THIRD AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT ("Third Amendment"), is made and entered into this _____ day of _____, 2019 ("Effective Date"), between CITY OF RIVERSIDE, a California charter city and municipal corporation ("City") and COMPUTRONIX (U.S.A.), Inc., a Colorado corporation authorized to do business in California ("Consultant"), collectively "Parties", on the terms conditions set forth below.

RECITALS

WHEREAS, on or about October 7, 2015, the Parties entered into a Professional Services Agreement ("Agreement) in the amount of $1,307,870, for services related to Permit Tracking Software, RFP 1470 ("Project"),

WHEREAS, on or about April 18, 2017, the Parties entered into a First Amendment to Professional Services Agreement ("First Amendment") to add additional services to the Agreement and increase the amount of compensation to $1,794,130,

WHEREAS, on or about June 11, 2018, the Parties entered into a Second Amendment to Professional Services Agreement ("Second Amendment") to add additional services to the Agreement and increase the amount of compensation to $76,650, and

WHEREAS, the parties now wish to amend the Agreement to add additional services and to increase the compensation by an additional $120,900 for those services,

NOW, THEREFORE, in consideration of the foregoing recital, which are incorporated herein by this reference, City and Consultant agree as follows:

1. The description of the services to be provided under the Agreement is amended to add the services described in Exhibit "A-3," attached hereto and incorporated herein by reference.

2. Paragraph 3 of the Professional Services Agreement, "Compensation/Payment", shall be modified to read as follows:

> "3. **Compensation/Payment**. Consultant shall perform the Services under this Agreement for the total sum of One Million Nine Hundred Ninety-One Thousand Six Hundred Eighty Dollars ($1,991,680), payable in accordance with the terms set forth in Exhibit "B", Said payment shall be made in accordance with City's usual accounting procedures upon receipt and approval of an itemized invoice setting forth the services performed. The invoices shall be delivered to City at the address set forth in Section 4 hereof."

3. All other terms and conditions of the Agreement between the parties which are not inconsistent with the terms of this Third Amendment, shall remain in full force and effect as if fully set forth herein.

IN WITNESS WHEREOF, City and Consultant have caused this Third Amendment to be duly executed the day and year first above written.

CITY OF RIVERSIDE, a California charter city and municipal corporation ("CITY")

By: _____
City Manager

Attest: _____
City Clerk

Approved as to Form:

By: _____
Rosemary Koo
Senior Deputy City Attorney

Certified as to Availability of Funds:

By: _____
Chief Financial Officer/City Treasurer

COMPUTRONIX (U.S.A.), INC., a Colorado corporation, authorized to do business in California ("CONSULTANT")

By: _____

Printed Name: David den Otter

Title: VP Operations / President

By: _____

Printed Name: Dale Johnson

Title: Sec / Treas.

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Riverside PTS Project Change Request

Requestor Name	Chris Christopoulos, CBO	**CR Number**	CR030 Amd.#1
Requestor Phone	951-826-5915	**Reference Number**	
CR Title	POSSE LMS Services & Application Enhancements – Amendment #1	**Module**	
Date Opened	11/9/2018	**Attachments**	
Date Closed		**Priority**	High

Description of proposed change

Description of Change

This change request will provide a Time & Material pool of hours for items listed in the table below titled "Scope of Work". This work will extend and enhance services provided the CITY based on new Gaps discovered in User Acceptance Testing during July 2018. Computronix has provided assumptions and estimates for the requested requirements that have been accepted by the CITY. Any changes to the approved assumptions or Scope of Work will require a new estimate for the changes to Scope being requested.

Hours estimates provided for all work defined in the "Scope of Work" are Computronix best effort to estimate the work as understood during the discovery process. Computronix has notified the CITY that work estimates for "Items", as prefixed in the below table (Item #), may be plus 25% or minus 10% as detailed designs are not completed and signed-off. New discoveries occurring during the design, coding, UAT or Prod implementation may add additional scope which will require a new estimate for the work.

The estimate given for "PROD-SETUP" has been added into Amendment#1 as it was not executed in the original CR30. The hours provided are an estimate based on Computronix experience for setting up and deploying to environments in Computronix maintained computer centers. Estimates for work in the CITY's environment are provided as High-Level estimates. During these work efforts, Computronix will keep the CITY informed of work progress, and gain approval by the CITY if work effort will exceed the estimated hours.

All work will be billed as Time & Materials meaning if the services consume fewer than expected hours, this will generate cost savings for CITY. The change request is deemed to be a not-to-exceed amount which means Computronix will only work to the paid number of hours specified in this Change Request. If the effort to complete the work will take more than the expected hours, Computronix will request approval from the CITY before continuing work and exceeding the estimated effort level, and this will generate cost increase for CITY.

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EXHIBIT "A-3"

SCOPE OF SERVICES

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Riverside PTS Project Change Request

General Project Assumptions:

- All related Computronix time spent supporting new configuration and Production environment setup will be covered under CR30 and CR30-Amendment#1.
  - Time will be consumed for planning, design, updates and changes, testing, deployments, and defect fixes.
  - Metadata and fee testing support
  - Including meetings and discussions with the CITY, along with Computronix Project Management participation.
- All work performed by Computronix is assumed to be remote where meetings are held via web or audio conference.
- Computronix will utilize a fixed role rate at $150 per hour for all work effort tied to the scope of work identified within this Document.

Reason for Change

Additional GAPS have been identified by the CITY during July 2018 UAT and the CITY has requested the below configuration and services supporting POSSE LMS application.

Scope of Work

Change Item	1
Estimated T&M Hours	9
Short Description	(DES-099) Master Plans - Cloning Ability
Summary of Change	Users creating Building Permits will need an ability to clone from Master Permits that are in any status.
Assumptions / Scope	• All previously cloned permits will not be updated as the Master Permit is updated.

Change Item	2
Estimated T&M Hours	47
Short Description	(DES-100) Electrical Permit Construction Details fields for RPU
Summary of Change	The Electrical Permit job will be modified to add additional fields to the Construction Details tab which will mimic what is currently available on the Building Permit job, Construction Details tab, RPU Electric sub-tab. Also, 2 additional fields will be added to the Electrical Permit jobs Construction Details tab which is currently not found on the Building Permit job.
Assumptions / Scope	• Only the Electrical Permit job will be modified as a result of this change request. • This will be only on the Internal site; Public portal will not be modified as a result of this change request. • No existing reports will be modified as a result of this change request. • Meta-data or fee changes as a result of these modifications will be out of scope.

Change Item	3
Estimated T&M Hours	27
Short Description	(DES-102) All Trade Permits – Add three Fields on the Construction Details Tab
Summary of Change	Three new fields will be added to the Construction Details tab of the trade permits.
Assumptions / Scope	• This change will apply to all trade permit types (Electrical, Mechanical, Plumbing). • No existing reports will be modified as a result of this change request. • Meta-data or fee changes as a result of these modifications will be out of scope.

	• This will be only on the Internal site. The Public portal will not be modified as a result of this change request.

Change Item	4
Estimated T&M Hours	50
Short Description	(DES-103) Include the Steel Fabricator Report
Summary of Change	A new "Steel Fabricator" report will be made available from the contractor object in POSSE.
Assumptions / Scope	• The report will only be available to print from the internal site on the contractor details page. The public and mobile sites will not be modified as a part of this change request. • The report will be available for all contractors. • A sample of the report will be provided by the City of Riverside. • No meta-data changes will be made as a result of this change request.

Change Item	5
Estimated T&M Hours	9
Short Description	(DES-104) Missing Public Works Field on the Construction Details Tab
Summary of Change	A new "Public Works" field (Flow Credit) will be added to the Construction Details tab for use in fee calculations on the permits.
Assumptions / Scope	• Meta-data or fee changes as a result of these modifications will be out of scope. • This will be only on the Internal site. The Public portal will not be modified as a result of this change request. • This change will apply only to the Building Permit job.

Change Item	6
Estimated T&M Hours	9
Short Description	(DES-106) Missing B&S fields for reporting purposes on the Construction Details Tab
Summary of Change	Two new fields titled "Census Tract" and "Class Code" will be added to the Construction Details tab of the Building Permit.
Assumptions / Scope	• No existing reports will be modified as a result of this change request. • This change will apply to only the Building Permit.

	• This will be only on the Internal site. The Public portal will not be modified as a result of this change request. • Meta-data or fee changes as a result of these modifications will be out of scope.

Change Item	7
Estimated T&M Hours	24
Short Description	(DES-105) Equipment Fees grouped with Permit Fees on the Permit Report
Summary of Change	The existing permit report will be modified to group equipment fees with the permit fees.

Assumptions / Scope	• The following fees will be grouped under Permit Fees on the Permit (pdf)
	  ○ Electrical Fees – Building & Electrical
	  ○ House Move Pre Insp – Building
	  ○ Mechanical Fees – Building & Mechanical
	  ○ Microfiche Copy – Building, Mechanical, Electrical & Plumbing
	  ○ Microfilm Image – Building
	  ○ Plumbing Fees – Building & Plumbing
	• Meta-data or fee changes as a result of these modifications will be out of scope.
	• This change will apply to all permit types (Building, Electrical, Mechanical, Plumbing and General).

Change Item	8
Estimated T&M Hours	220
Short Description	Operational Support
Summary of Change	The City of Riverside is requesting that Computronix provide additional operational support above what has been provided through demonstrations and training to the City of Riverside staff. This includes additional integration/system testing of items created by Riverside. Provide consultation for meta-data and fee setup, and general POSSE usability consultation.
Assumptions / Scope	

Change Item	9
Estimated T&M Hours	50

Short Description	(DES-096) Selectron Inspection Scheduling – restrict scheduling on Final with outstanding fees
Summary of Change	When requesting an inspection through Selectron or the public site, outstanding fees should not prevent the inspection request unless it is a "final" inspection. On the internal site, allow scheduling inspections regardless of outstanding balance.
Assumptions / Scope	• This only applies to the public site, and Selectron interface. Internal inspection requests will not be prevented based on outstanding fees. • This change will apply to all permit types (Building, Electrical, Mechanical, Plumbing and General).

Change Item	10
Estimated T&M Hours	124
Short Description	(DES-097) PDOX Synchronization - Computronix build of entire interface
Summary of Change	Computronix will enhance the current PDOX interface to allow for synchronization with POSSE workflow. Computronix will complete all changes required in POSSE, as well as any development in PDOX or the PDOX API.
Assumptions / Scope	The interface changes will only cover the following scenarios: • User in POSSE adds a review manually. • User in POSSE completes a review. • User in POSSE deletes a review. • User in POSSE completes "Request for Info" process. • User in POSSE changes status to something other than "In Review". • User in PDOX adds a review. • User in PDOX completes a review, then reopens and completes it again. • "Electronic Plans Review" is checked by User but no PDOX job was created. Assumptions: • PDOX Service API will be available to create reviews in PDOX. • City of Riverside is responsible for all communication and coordination with Avolve (third party vendor) • Computronix is not responsible for the data quality in the third party software (PDOX) • Computronix is not responsible for any development delays that are a result of either the City of Riverside or Avolve (third party vendor). • No new reports or outputs will be created by Computronix as a result of the changes. • Meta-data or fee changes as a result of these modifications will be out of scope. • Documentation of processes or training to the staff as a result of these changes is out of scope for this change request. • There will be no changes to the environments or software for PDOX throughout the duration of this project up to go live. (e.g. no new

	workflows, admin data or api changes will be done in PDOX while doing the development, testing and deploying of this code).

Change Item	11
Estimated T&M Hours	25
Short Description	PDOX Synchronization - create SOP
Summary of Change	Computronix will document the manual processes to handle the scenarios where PDOX and POSSE can become out of sync.
Assumptions / Scope	The following scenarios will be documented: • User in POSSE adds a review manually. • User in POSSE completes a review. • User in POSSE deletes a review. • User in POSSE completes "Request for Info" process. • User in POSSE changes status to something other than "In Review". • User in PDOX adds a review. • User in PDOX completes a review, then reopens and completes it again. • "Electronic Plans Review" is checked by a User but no PDOX job was created. Assumptions: • No development will be done to either PDOX or POSSE. • City of Riverside will provide the detailed instructions in the SOP for the PDOX specific steps.

Change Item	12
Estimated T&M Hours	98
Short Description	Prod Environment build
Summary of Change	The City of Riverside is requesting that Computronix build out all of the necessary production environments for POSSE. This includes, Public web servers, Internal Web Servers, Process Server and all databases (Marshal and POSSE)
Assumptions / Scope	Assumptions: • Develop a setup checklist to complete a detailed plan to setup Prod environment and for Computronix to complete the environment setup for POSSE.

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Riverside PTS Project Change Request

Change Item	13
Estimated T&M Hours	90
Short Description	Address/Parcel - Go Live Manual (dual entry)
Summary of Change	Computronix will make the changes necessary in POSSE in order to allow the manual entry of address/parcel/owner data as well as manual split and merge of parcels. This will allow for the same business process that is being currently being used by Riverside in the legacy Permits Plus system.
Assumptions / Scope	• Allow manual creation of a parcel. • Allow manual creation and removal of an address. • Allow manual creation of parcel ownership. • Expose the Address ID (CADMEID) field. Also referred to as POSSE_ID in CADME. • Allow editing of the "Parcel History" tab for maintaining splits and merges. • Implement specific security for address entry. • When a parcel is added into POSSE, a temporary identifier will be generated by the system. • Remove the APN from the Permit (pdf) when the parcel is marked as temporary. • There will be no additional reports or files generated to export manually created data. • Any meta-data or fee changes needed as a result of this data is out of scope. • Documentation of the manual workflows taken by the City of Riverside staff is out of scope. • Any data loaded by the existing Address/Parcel interface impacting the manually created data is out of scope. • Address/Parcel interface will not be modified for this change request.

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Riverside PTS Project Change Request

Change Item	14
Estimated T&M Hours	24
Short Description	(DES-107) Modify Occupancy List Calculations
Summary of Change	In order to allow for multiple "Types of Structure" in the "Calculated Value" column on the building permit, the different types of structure used for the calculation will be added as occupancy types, and the "Type of Structure" drop down will no longer be used in the calculation.
Assumptions / Scope	• Allow manual creation of a parcel.

EXHIBIT "B-3"

COMPENSATION

Implications and Notes

Impacts Scope	Describe Impact on Scope
☒ Yes ☐ No	Additional Gaps and Effort identified and requested by CITY.

Impacts Budget	Describe Impact on Budget
☒ Yes ☐ No	Time & Material billing will occur monthly for service hours used during the month. Change request budget = 806 hours. $120,900. Services to start upon signing, and billing will occur monthly.

Impacts Schedule	Describe Impact on Schedule
☒ Yes ☐ No	Starting designs on November 20, 2018 forecasts a new Go Live date of April 15, 2019. This is based on estimates for newly requested designs and service support hours. The schedule will be impacted if Designs are not completely signed-off by the City by December 14, 2018. If any designs are still active during or after the week of December 14 to 18, the schedule will be re-validated to determine if a change is required in the UAT start date of February 4, 2019 and Go Live date of April 15, 2019. UAT must also be completed by March 15, 2019 so that End User Training start date of March 25, 2019. Any change to the schedule which increases any of the critical schedule dates will cause Computronix to re-evaluate resourcing levels which may further impact the planned Go Live date. **Key Schedule Dates** Design sign-off: Dec. 14, 2018 UAT deployment: Feb. 1, 2019 UAT complete: March 15, 2019 End-User Training start: March 25, 2019 End-User Training complete: April 5, 2019 Go Live: April 15, 2019 No impact to original Agreement end date.

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Riverside PTS Project Change Request

Impacts Resources	Describe Impact on Resources
☒ Yes ☐ No	New Development team will be put together to support the CITY's request for this Change Request

Impacts Quality	Describe Impact on Quality
☐ Yes ☒ No	

Contract	Non-chargeable		Chargeable	
			Time & Materials Estimate	$ 120,900
			Fixed Price Quotation	$0
	Total Estimated Hours		Total Estimated Hours	806
	Proceed	Yes☐ Cancel☐ Defer☐		
	Date			
	Riverside PTS Project Manager Approval, Signature, and Date			
	Computronix Project Manager Approval, Signature, and Date			
	Project Plan Documents Require Updating	Yes☒ No☐ Schedule		