

# CMAS Services Scope of Work

## EXHIBIT A – 1 : Pricing for Professional Services

This Scope of Work is made part of the California Multiple Award Schedule (CMAS) terms and conditions contract number: 3-22-09-0127 based on GSA schedule 47QRAA21D008D. This scope is between The County of Monterey, a political division of the State of California and DATAMARK Technologies, the public safety division of Michael Baker International, Inc.

### Professional Services Pricing

Professional Services	Price
<b>GIS Managed Services (\$2,274.50 per month)</b> Year 3 (Prorated) 4/1/2025 to 6/30/2025	\$6,823.50
<b>GIS Managed Services (\$2,274.50 per month)</b> Year 4: 7/1/2025 to 6/30/2026	\$27,294
<b>GIS Managed Services (\$2,274.50 per month)</b> Year 5: 7/1/2026 to 6/30/2027	\$27,294
<b>Total for: 4/1/2025-6/30/2027</b>	<b>\$61,411.50</b>

The maximum amount payable by the County of Monterey to DATAMARK Technologies under this Agreement shall not exceed \$61,411.50.

### CMAS Labor Category Rates

CMAS Labor Category: GIS Managed Services Year 3 (Prorated)	Hourly Rate	Hours
Management Consultant XI	\$140.17	12.31
Management Consultant VIII	\$137.28	13.917
Discipline/Project Manager -XII / Management Consultant XII	\$194.66	7.88
Management Consultant VIII	\$102.48	12.57
Admin Support VIII	\$100.37	3.6404

<b>CMAS Labor Category: GIS Managed Services Year 4</b>	<b>Hourly Rate</b>	<b>Hours</b>
Management Consultant XI	\$140.17	49.225
Management Consultant VIII	\$137.28	55.675
Discipline/Project Manager -XII / Management Consultant XII	\$194.66	31.519
Management Consultant VIII	\$102.48	50.284
Admin Support VIII	\$100.37	14.571

<b>CMAS Labor Category: GIS Managed Services Year 5</b>	<b>Hourly Rate</b>	<b>Hours</b>
Management Consultant XI	\$140.17	49.225
Management Consultant VIII	\$137.28	55.675
Discipline/Project Manager -XII / Management Consultant XII	\$194.66	31.519
Management Consultant VIII	\$102.48	50.284
Admin Support VIII	\$100.37	14.571

## **Exhibit B-1: Scope of Work for Professional Services**

### **GIS Managed Services**

DATAMARK Technologies will provide Monterey County ECD with GIS Managed Services on an annual basis to expand the capabilities of its GIS staff, at the fixed price shown in the pricing table.

GIS Managed Services include ongoing GIS data management tasks to be performed on a recurring basis, point-in-time or time-sensitive GIS data management and administrative tasks, and the use of DATAMARK Technologies solutions to complete scheduled and on-demand GIS data management objectives.

### **GIS Managed Services Tasks**

GIS Managed Services Tasks to be performed for Monterey County ECD are described below.

DATAMARK Technologies will confirm the GIS Managed Services tasks to achieve GIS data development and management needs with Monterey County ECD during project kickoff, document the frequency of GIS Managed Services tasks to be performed in the project plan, and implement technology solutions that may be required to complete them.

GIS Managed Services tasks are performed by skilled GIS professionals located across the United States with experience developing GIS data used in public safety and government applications using purpose-built data solutions to validate, edit, provision, and aggregate NG9-1-1 GIS datasets.

All work is performed during regular business hours, and our project team will work with Monterey County ECD to obtain GIS datasets, access GIS data environments, and onboard GIS datasets into our GIS data management solutions, prior to beginning work on individual GIS managed services tasks.

### **Monthly GIS Data Updates and GIS Data Support**

DATAMARK Technologies will perform monthly updates to Monterey County ECD's GIS data, including changes, additions, and deletions to the county's computer-aided dispatch (CAD) GIS layers.

Monterey County ECD may submit its GIS additions, deletions, and changes to DATAMARK Technologies at any time, along with supporting documentation and reference information. Our team will update the county's CAD GIS layers with the requested GIS edits once per month.

### **Access to Monterey County's GIS Datasets**

Monterey County ECD shall provide DATAMARK Technologies with authorization to remotely access the county's file geodatabase and training CAD environment to directly update them with the monthly edits, additions, and deletions provided by the county.

If remote access to directly edit the county's geodatabase cannot be granted to our team, Monterey County ECD shall submit its current GIS database along with the latest edits, with edit tracking enabled, and updates to DATAMARK Technologies at least once each month or provide our team with secure access to download the current geodatabase and upload the updated geodatabase.

While DATAMARK Technologies processes the county's monthly data updates, our team may request that the county's GIS and public safety staff refrain from editing the GIS database to maintain synchronization of the current GIS database and the edits being performed on behalf of the county.

### **Validation of Monthly Updated GIS Datasets**

Following completion of the data edits, additions, and deletions, DATAMARK Technologies will run validations on the updated GIS database to identify and resolve anomalies in the GIS data. Anomalies, discrepancies, and errors will be corrected in the GIS data, and quality control checks will be performed before creation of the monthly map roll tasks. Validation results will be provided with a report that describes our progress toward the ongoing accuracy and completeness targets.

### **Additional GIS Data Support Tasks**

In addition to monthly data updates, DATAMARK Technologies can provide up to one additional GIS data support task per month. Additional tasks include exports from the GIS database requested by other project stakeholders or verification of information requested by the County.

### **CAD Schema Transformation**

DATAMARK Technologies will provide a scripting solution to be deployed in the County's GIS environment to transform GIS data from the existing storage and maintenance schema into the County's CAD schema and add ancillary layers required by the CAD system into the dataset.

Our team will maintain the scripting solution through the term of the Managed Services agreement and deliver the scripting solution to the county at the end of the Managed Services agreement term.

Maintenance of the scripting solution beyond the term of the Managed Services agreement becomes the responsibility of the County.

## GIS Data Key Quality Score

A Key Quality Score between 1 and 100 will be assigned to quantify the accuracy and completeness of the County's GIS data and reported back to the County on a monthly basis. Our team will perform GIS update and support tasks to maintain an ongoing Key Quality Score target of 98/100 through the term of the agreement for GIS Managed Services.

We anticipate an initial period of eight to 12 weeks during which our team will focus on the data remediation steps and tasks required to achieve the target Key Quality Score of 98/100, after which the ongoing goal will be to maintain a score of 98/100 or greater.

The Key Quality Score will be determined using the results of the following validations performed on the County's NG9-1-1 Site/Structure Address Points and Road Centerlines layers:

### Site/Structure Address Points Layer Validations

- Duplicate Address Point
- Address Point Not Reflected in Road Centerline

### Road Centerlines Layer Validations

- Digitized Direction
- Address Range Overlap
- Range Incomplete and Inconsistency
- Digitized Direction
- Topology
- Routable Attribution

## Map Roll Geodatabase Creation

DATAMARK Technologies will create and load a map roll geodatabase that conforms with CentralSquare Enterprise CAD data model requirements using Monterey County ECD's updated GIS data **up to nine times per year**, following completion of the monthly data updates described above. If fewer than nine map rolls are created and updated each year, the balance can be used in subsequent years through the term of the agreement for services.

DATAMARK Technologies will create the map roll geodatabase using NG9-1-1 GIS layers managed in our solutions along with ancillary GIS layers identified by the county at project kickoff. Additional GIS layers beyond NG9-1-1 Road Centerlines, Site/Structure Address Points, PSAP Boundary, and Emergency Service Boundaries, are considered ancillary.

DATAMARK Technologies will incorporate the monthly revisions to the county's NG9-1-1 GIS layers into the updated map roll geodatabase, and make updates to the ancillary layers two times per year following a schedule established at kickoff or at the county's request.

Each new or updated map roll will be delivered to Monterey County and integrated into the county's training CAD database. Monterey County shall be responsible for testing and verifying the map roll data in

the training CAD environment prior to moving it into the county's production CAD environment, and providing testing feedback to the DATAMARK Technologies team within five business days of receipt. We will collaborate with the county's GIS and public safety staff to resolve any GIS data issues that may cause delays in moving the map roll geodatabase into production.

### **Monthly Education Sessions**

DATAMARK Technologies will provide Monterey County ECD with a one-hour education session once each month on topics that have been discussed, planned, and approved with the county in advance.

Education sessions can cover a broad range of subjects such as GIS best practices, data management processes and workflows, resolving particular validation anomalies, public safety GIS standards and data requirements, or other high-priority/high-impact subjects.

DATAMARK Technologies' project team will discuss each education session topic and obtain approval from Monterey County ECD at least two weeks before the planned session to give our team time to prepare training materials, course content, and secure training resources, as necessary.

Monthly education sessions will be conducted virtually and recorded for future use and reference by Monterey County ECD.

## **GIS Data Managed Service Tasks, Responsibilities, and Deliverables**

### **Monterey County ECD Tasks and Responsibilities**

- Identify and confirm the county's GIS needs and define specific GIS datasets that are required to complete GIS Managed Services tasks
- Review and approve managed services tasks and task scheduling
- Provide remote access to GIS data environments required to perform GIS Managed Services tasks
- Submit GIS data support requests using the forms and workflows agreed to during project kickoff
- Contribute ideas and direction for education session topics
- Move data from Training CAD to Production CAD once reviewed and approved

### **DATAMARK Technologies Deliverables**

- Document GIS managed services tasks and task scheduling in the project plan
- Perform GIS managed services tasks as documented in the project plan
- Provide a GIS data support request submission form
- Provide monthly map roll geodatabase
- Provide educational session recording

## **PROJECT MANAGEMENT METHODOLOGY**

Michael Baker's project management methodology has been used for more than 80 years to effectively manage project plans, schedules, budgets, and contracting. DATAMARK Technologies will follow this methodology to manage each phase of this project in close collaboration with Monterey County ECD throughout the contracted term of services.

## **Project Startup**

Following execution of an agreement for services, DATAMARK Technologies will perform project startup tasks which include setting up budget management, developing the project plan, and scheduling a project kickoff meeting for project stakeholders.

DATAMARK Technologies uses Smartsheet, an end-to-end project management application, to manage project planning, scheduling, tasks, communications, and risk management. Smartsheet provides project team members and stakeholders with a web-based dashboard to track project and task status as well as review the schedule, communications plan, risk register, and change log through the life of the project.

## **Project Kickoff Meeting**

DATAMARK Technologies will conduct a virtual project kickoff meeting to introduce project team members, define team member roles, and discuss the project's milestones, objectives, timeline, and approach. Topics discussed during the kickoff meeting will be documented in the project plan.

## **Project Management Plan**

The Project Manager will create a Project Management Plan (PMP) to document project operations, budget, contracts, and quality, based on Monterey County ECD's project specifications and the finalized scope of work.

The PMP includes the reporting schedule and communication processes established during kickoff along with a risk register to track risks and mitigation plans. Throughout the project, the PMP will be used to document and track:

- Project stakeholders and their project responsibilities
- Project approach and objectives
- Project communication processes
- Risk and decision management
- Project schedule, budget, and progress tracking
- Progress tracking of project milestones and deliverables

The PMP is updated by the Project Manager and updates are communicated to the project team and stakeholders through the life of the project. The most current version of the PMP can be viewed by the project team and stakeholders through the Smartsheet project portal.

## **Scope, Schedule, and Budget Tracking**

DATAMARK Technologies' Project Manager will use Smartsheet to track the project's scope, schedule, and budget from startup through completion. The Project Manager will provide regular communication with the project team to maintain focus, manage workflow efficiency, and monitor progress toward task completion.

## **Project Status Reporting**

The Project Manager will provide regular project status reports to the project team and stakeholders following a schedule developed during the project kickoff meeting. Project status reports include a Project Summary, Action Items, Work Completed, and a list of Issues and Risks. Project stakeholders will be

provided access to Smartsheet's web portal to view project status in real time and review the most current project schedule, communications plan, risks, tasks, and project change log.

### Project Invoicing

DATAMARK will invoice Monterey County on a monthly basis or by project milestone for professional services, as agreed to with Monterey County not to exceed the total fixed price shown below. Customer shall certify all invoices, either in the requested amount or in such other amount as the Customer approves in conformity with this Agreement and shall promptly submit such invoices to the County Auditor-Controller for payment. The County Auditor-Controller shall pay the amount certified within 30 days of receiving the certified invoice

### Project Management Tasks, Responsibilities, and Deliverables

#### Monterey County ECD Tasks and Responsibilities

- Participate in project kickoff meeting
- Review and approve the project plan, schedule, invoices, and other project documents

#### DATAMARK Technologies Deliverables

- Schedule and conduct the project kickoff meeting
- Schedule project status meetings and provide project status reports
- Deliver the PMP, schedule, and other project documents, Deliver invoices to Monterey County ECD

IN WITNESS WHEREOF the parties hereto have caused this agreement to be executed by and through their respective authorized officers, on the dates indicated below.

**MICHAEL BAKER INTERNATIONAL,  
INC.**

**MONTEREY COUNTY**

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
 Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

Signed by:  
  
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Approved as to Legal Form