

Exhibit A

AMENDMENT NO. 1 TO L30054

Contract Start Date:	4/3/2018	Original Total Amount:	\$ 39,450.00
Original Completion Date:	12/31/2018	As Previously Amended:	\$ 39,450.00
Amendment Completion Date:	12/31/2019	Current Amendment:	\$ 75,000.00
Resolution:	19-0072R	New Total Contract Amount:	\$114,450.00

This amendment, effective as of the date of attestation by the City Clerk (the "Effective Date"), by and between the City of Duluth, hereinafter referred to as "City", and CR-BUILDING PERFORMANCE SPECIALISTIS, INC., located at 9926 National Forest Lodge Road, Isabella, MN 55607, hereinafter referred to as "Consultant", for the purpose of rendering services to the City.

WHEREAS, on April 3, 2018, City and Consultant entered into an agreement bearing City of Duluth Contract No. L30054 for implementation of a citywide VFA asset management system to refine the system data for the City, which Contract has not been previously amended is hereinafter referred to as the "Contract"; and

WHEREAS, both parties desire to amend the Contract.

NOW THEREFORE, in consideration of the mutual covenants and conditions hereinafter set forth, the parties hereto hereby agree as follows:

In this Amendment changes in the language of the Contract which delete language will be shown as stricken and language added to the contract language will be underlined.

Revision 1. The Services described in Section I of the Contract is hereby amended as follows:

Consultant will provide the following services related to the Project as described in Consultant's Proposal, and attached Proposals identified as Exhibit A-1 and A-2 (the "Services"). Consultant agrees that it will provide its services at the direction of the Director of Public Administration ("Director"). In the event of a conflict between the Proposal and this Agreement, the terms and conditions of this Agreement shall be deemed controlling.

Revision 2. The Fees described in Section II of the Contract is hereby amended as follows:

It is agreed between the parties that Consultant's maximum fee for the Project and Services shall not exceed the sum of ~~Thirty Nine Thousand, Four Hundred Fifty and 00/100 Dollars (\$39,450.00)~~ One hundred fourteen thousand, four hundred fifty and 00/100 dollars (\$114,500) inclusive of all travel and other expenses associated with the Project, payable from fund 110-121-1222-5414 and 205-130-1220-5441, CM205-CONSUL. All invoices for services rendered shall be submitted monthly to the attention of the Director. Payment of expenses is subject to the City's receipt of reasonable substantiation/back-up supporting such expenses.

Revision 3. The Agreement Period described in Section III.5 of the Contract is hereby amended as follows:

The term of this Agreement shall commence on the Effective Date and performance shall be completed by December 31, ~~2018~~ 2019, unless terminated earlier as provided for herein. This agreement may be extended for two (2) additional one-year periods upon execution of a written amendment signed by both parties. Either party may, by giving written notice, specifying the effective date thereof, terminate this Agreement in whole or in part without cause. In the event of termination, all property and finished or unfinished documents and other writings prepared by Consultant under this Agreement shall become the property of the City and Consultant shall promptly deliver the same to the City. Consultant shall be entitled to compensation for services properly performed by it to the date of termination of this Agreement. In the event of termination due to breach by Consultant, the City shall retain all other remedies available to it, and the City shall be relieved from payment of any fees in respect of the services of Consultant which gave rise to such breach.

In all other respects the contract, together with all of its terms, covenants and conditions, is hereby confirmed in its entirety.

[Remainder of page intentionally left blank. Signature page to follow.]



BUILDING PERFORMANCE SPECIALISTS

January 15, 2019

RE: City of Duluth
2019 Facility Asset Management (Planning &
Energy) Services

Erik Birkeland
Property & Facilities Manager
City of Duluth
1532 West Michigan Street
Duluth, MN 55806

Dear Erik,

We greatly appreciate the opportunity to continue to work with the City of Duluth. CR-Building Performance Specialists (CR-BPS) is pleased to present this proposal to provide 2019 professional services for the Facility Asset Management (Planning & Energy) Program (FAM).

PROJECT UNDERSTANDING

Continue to provide professional services to add to and update VFA facility data so that the City may use it to assist in tracking facility condition information, securing funding, establishing budgets, creating strategic partnerships and setting energy efficiency goals for future projects.

SCOPE OF WORK

To deliver 2019 FAM services as follows:

- Establish standard reports formats that can benefit the city by having easy access to predetermined relevant data. Have this report imported into the Project Delivery Smart Sheet for ease of access to relevant data.
- Updating of facility systems, requirements and actions to reflect the current reality for buildings that were previously assessed/ entered into VFA.
- Finalize/update all Energy Conservation Opportunities (ECO's) for each respective asset including adding recommendations that resulted from the CCW pilot project.
- Establish an assessment schedule for each asset to assure that conditions are updated appropriately, so it works seamlessly with the Cities ongoing Project Delivery process.
- Complete additional asset conditions assessments and populate the VFA software

- Normalize cost models to reflect results of last year's local construction costs.
- VFA system support for assistance with reporting and analysis.
- Integrate data from Dude Solutions Energy Management Data into VFA software, with the goal to provide a means to create simple ECO's calculations for capital planning efforts. Example deliverable would be a monthly report summarizing ECO's for all assets, grouped in a way that allows them to be sorted by similar ECO's. This would provide an easier way to allow for the opportunity to bundle similar projects.

SCHEDULE

Our proposed schedule is to proceed with work upon authorization by the City. CR-BPS will complete the work within a timely manner of the City's request unless otherwise agreed upon by the City and CR-BPS.

COMPENSATION

Compensation shall be on an hourly, not-to-exceed basis, based on actual hours worked for CR-BPS personnel assigned to the work, plus reimbursable expenses, to be billed monthly.

The annual estimated fee for the identified Scope of Services listed above is a not to exceed amount of **\$25,000.00**. This fee includes reimbursable expenses.

The following rate schedule applies:

- Facility Assessor at an hourly rate of \$ 105.00 per hour
- Project Manager at an hourly rate of \$130.00 per hour
- Mechanical/Electrical Engineer, at an hourly rate of \$120.00 per hour

We look forward to continuing to work with you over the coming year. If you have any questions, or need additional information, please do not hesitate to call me at my office at 218.323.7710 or on my cell at 612.360.3889.

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "Nancy Schultz". The signature is fluid and cursive, with the first name "Nancy" being more prominent and the last name "Schultz" following in a similar style.

Nancy Schultz, AIA, LEED AP - Principal and Owner
CR-BUILDING PERFORMANCE SPECIALISTS, INC.



BUILDING PERFORMANCE SPECIALISTS

January 15, 2019

RE: City of Duluth
2019 Parks Department Facility Asset
Management (Planning & Energy) Services

Erik Birkeland
Property & Facilities Manager
City of Duluth
1532 West Michigan Street
Duluth, MN 55806

Dear Erik,

We greatly appreciate the opportunity to continue to work with the City of Duluth. CR-Building Performance Specialists (CR-BPS) is pleased to present this proposal to provide 2019 professional services for the Facility Asset Management (Planning & Energy) Program (FAM) to complete data entry and assessments for the Parks Department Assets.

PROJECT UNDERSTANDING

Continue to provide professional services to add to and update VFA facility data so that the City may use it to assist in tracking facility condition information, securing funding, establishing budgets, creating strategic partnerships and setting energy efficiency goals for future projects.

SCOPE OF WORK

To deliver 2019 FAM services for the Parks Department Assets as follows:

- Complete the following scope of work for the Park Departments Assets that have yet to be complete, (there are 80 Park Department assets that have yet to be assessed for age and condition):
 - Coordinate and Collect available background information including, but not limited to: drawings, utility data, and history of prior work completed.
 - Complete On-site Assessments
 - Data Entry into VFA.facility
 - Review data with City of Duluth staff assigned to this work
 - Assign Park naming designation to each asset.
- Establish standard reports formats that can benefit the city by having easy access to predetermined relevant data. Have this report imported into the Project Delivery Smart Sheet for ease of access to relevant data.

- Updating of facility systems, requirements and actions to reflect the current reality for buildings that were previously assessed/ entered into VFA.
- Finalize/update all Energy Conservation Opportunities (ECO's) for each respective asset including adding recommendations that resulted from the CCW pilot project.
- Establish an assessment schedule for each asset to assure that conditions are updated appropriately, so it works seamlessly with the Cities ongoing Project Delivery process.
- Normalize cost models to reflect results of last year's local construction costs.
- VFA system support for assistance with reporting and analysis.
- Integrate data from Dude Solutions Energy Management Data into VFA software, with the goal to provide a means to create simple ECO's calculations for capital planning efforts. Assign designation of an asterisk to all energy relevant systems for ease of identification of possible opportunities to reduce energy when the system is up for renewal.

SCHEDULE

Our proposed schedule is to proceed with work upon authorization by the City. CR-BPS will complete the work within a timely manner of the City's request unless otherwise agreed upon by the City and CR-BPS.

COMPENSATION

Compensation shall be on an hourly, not-to-exceed basis, based on actual hours worked for CR-BPS personnel assigned to the work, plus reimbursable expenses, to be billed monthly.

The annual estimated fee for the identified Scope of Services listed above is a not to exceed amount of **\$50,000.00**. This fee includes reimbursable expenses.

The following rate schedule applies:

- Facility Assessor at an hourly rate of \$ 105.00 per hour
- Project Manager at an hourly rate of \$130.00 per hour
- Mechanical/Electrical Engineer, at an hourly rate of \$120.00 per hour

We look forward to continuing to work with you over the coming year. If you have any questions, or need additional information, please do not hesitate to call me at my office at 218.323.7710 or on my cell at 612.360.3889.

Respectfully Submitted,



Nancy Schultz, AIA, LEED AP - Principal and Owner
CR-BUILDING PERFORMANCE SPECIALISTS, INC.