

Background

City of Anoka (“Anoka”) has executed an agreement with Wesco to implement the Honeywell AMI solution and to enable the *UtilityHawk™* customer portal for presentation of interval and register data to its customers. VASS Solutions (“VASS”) is proposing program implementation services to assist Anoka with the successful deployment of this solution by Wesco.

VASS has previously supported Anoka’s AMI solution procurement and contract negotiations. VASS will continue delivering AMI consulting services by providing consistent and knowledgeable support for the duration of the project; consistent advocacy and leverage with Wesco beyond what Anoka can provide alone; support for interactions with City Council; support as Anoka transitions to a new technology; and continued awareness and understanding as the AMI industry evolves. Hiring VASS will pay for itself with lower vendor costs, improved processes, reductions in risk and continuous knowledge transfer.

VASS consultants have 30 years of experience successfully managing the implementation of complex AMI solutions for utilities including PG&E, JEA, Puget Sound Energy, San Antonio Water System, CPS Energy, Frankfort Plant Board, SMECO, and NV Energy. VASS will apply this experience in its engagement with Anoka.

Proposal

Anoka expects to deploy its AMI solution over two years according to the following high-level timeline:

2025												2026											
J	F	M	A	M	J	J	A	S	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D
Phase 1 - IDA Mobilization																							
					Phase 1 - IDA																		
							Phase 2 - Mobilization																
												Phase 2 - Deployment											

VASS will provide program management services and subject matter expertise to Anoka during each of the key phases of implementation and work with Wesco to deliver the following:

Phase 1 – IDA Mobilization

- a. Develop and manage a project plan outlining the key tasks related to the IDA. Track and report on SLAs and the adherence to project plan to meet the goals and objectives of the IDA
- b. Develop an overall project budget inclusive of Wesco expenditures over time. Track and report on actual project expenditures vs. budget.
- c. Establish and manage a Program Management Office (PMO) to ensure communication across program members, facilitate issue resolution, and manage project risk. The PMO will meet on a weekly basis to measure progress, support the teams, and manage issues and risks which may arise.

- d. Develop and implement a project change control process to identify, understand, and secure approval of changes to project scope.
- e. Manage the roles, responsibilities, and support of Wesco and its subcontractors.
- f. Identify and account for pertinent Wesco deliverables in accordance with statement of work obligations and project commitments.
- g. Initiate procurement of AMI network equipment, meters, and modules required for IDA.
- h. Develop a program release plan that outlines the timeline and systems required to achieve desired functionality throughout AMI program implementation.
- i. Support Anoka's execution of first article acceptance testing of electric and water endpoints.
- j. Work in close partnership with Anoka IT personnel and Wesco to implement the AMI head-end system.
- k. Work in close partnership with Anoka, IT, Wesco, and Tyler to ensure that configuration and integration expectations and deliverables are achieved.
- l. Support the development of a customer communications plan.
- m. Identify and document business process changes resulting from the implementation of AMI

Phase 1 – IDA

- a. Manage the project plan for the full duration of the IDA including the "Go/No Go" decision process to proceed to the full AMI deployment.
- b. Manage the IDA phase budget for meters, modules, network, and installation
- c. Support the PMO, by managing weekly meetings complete with an agenda and meeting notes for the IDA.
- d. Manage the roles, responsibilities, and support of Wesco and its subcontractors specific to the program.
- e. Support Anoka resources in planning the deployment and commissioning of the AMI network for the IDA.
- f. Support the development and execution of the customer communications plan
- g. Support Anoka and supervise vendor resources during the installation and provisioning of electric and water endpoints in the IDA.
- h. Develop and facilitate the execution of Phase 1 Initial System Acceptance Testing (ISAT).
- i. Facilitate the resolution of issues identified during the ISAT.
- j. Support the Anoka project team's presentation to the Anoka City Council to secure approval to proceed with Phase 2 – Mobilization.

Phase 2 – Full System Wide Deployment Mobilization

- a. Provide input into the mobilization plan from a process, resource, and logistical standpoint.
- b. Support the coordination and lifecycle management (PO, invoice, inventory, sample test, installation, billing) for meters, modules, network, and installation.

- c. Continue ongoing support of a PMO and manage weekly meetings complete with an agenda and meeting notes. Make certain the PMO has the right resources and stakeholder involvement as it transitions from IDA to full deployment.
- d. Manage the roles, responsibilities and support of Wesco and its subcontractors.
- e. Initiate procurement of AMI network equipment, meters, and modules required for Phase 2.
- f. Update the program release plan and develop a Phase 2 deployment plan.
- g. Work with Anoka to develop endpoint installation processes and workflows to be utilized by Wesco installers.
- h. Work with Wesco, Anoka IT, and Tyler to implement Wesco's work order management system used for endpoint installations.
- i. Work with Wesco, Anoka IT, and Tyler to complete additional integrations between Anoka's CIS and the Honeywell AMI head-end system including those required to enable remote disconnect/connect functionality.
- j. Work with Wesco, Anoka IT, Tyler, and *UtilityHawk™* to implement interval data presentment.
- k. Update and support the ongoing customer communications plan.
- l. Update business processes based on lessons learned during Phase 1 – IDA.

Phase 2 – Full System Wide Deployment

- a. Manage the overall project plan for the balance of the full two year deployment period.
- b. Manage the overall project budget for meters, modules, network, and installation.
- c. Continue ongoing support of a PMO and manage weekly meetings complete with an agenda and meeting notes. Make certain the PMO has the right resources and stakeholder involvement as it transitions from IDA to full deployment.
- d. Manage the roles, responsibilities and support of Wesco and its subcontractors.
- e. Support Anoka resources during the deployment and commissioning of the remainder of the AMI network.
- f. Track and manage the progress of Wesco's installation vendor as it completes and ramp down the installation of electric and water endpoints.
- g. Facilitate the resolution of AMI solution or installation issues that occur during Phase 2.
- h. Develop and facilitate the execution of Phase 2 Final System Acceptance Testing (FSAT).
- i. Provide updates on new applications, features and functionality enabled by AMI.
- j. Ensure, upon completion of the project, that all contractual obligations have been met and that a project completion sign off can occur with the vendors.
- k. Ensure, post full deployment, that Anoka has competitive pricing and terms for the supply of meters, modules, software, and services for the balance of the contract.

Assumptions

VASS assumes that consulting services will be fulfilled remotely via teleconference or video conference. If requested, VASS Solutions can support travel to Anoka for in-person work.

Assigned Resources

VASS proposes Executive Consultant Jeff Evans to lead this effort and to provide primary support and consulting services to Anoka. VASS Project Manager Vinny Turano, PMP, will provide support to the project. Additional VASS personnel will provide support and subject matter expertise as required.

Timeline

Program implementation services are expected to begin on January 1, 2025, and conclude on December 31, 2026.

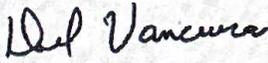
Pricing

VASS proposes to perform the work outlined in this proposal for a firm, fixed price of \$164,400. VASS will invoice Anoka \$6,850 at the beginning of each month. Travel expenses, if incurred, will be billed monthly at cost with no markup. Pricing is valid for sixty (60) days from receipt of this proposal.

Governance

All work performed under this Proposal will be governed by the Terms and Conditions of the Engineering and Consultant Agreement between City of Anoka and VASS Solutions, LLC, dated January 25, 2024. The Engineering and Consultant Agreement includes a provision that allows Anoka to terminate the agreement and this SOW with 30 days' notice at Anoka's convenience.

The parties hereto have caused this proposal to be executed.

VASS Solutions, LLC	Anoka
Jeff Evans	Print name: Del VANCURA
Executive Vice President	Title: PMU Elec Dept. Director
Signature: 	Signature: 
Date: 12/31/2024	Date: 12-31-24