

# Statement of Work

This document defines the scope of work to be provided to **Monterey Peninsula Water Management District, California (MPWMD)**. This document may be refined, modified, cancelled, and/or terminated in whole or in part by mutual agreement.

## Job Description

At high level, ETech Consulting will assist MPWMD configuring addition enhancements within Accela Civic Platform, make updates to existing configuration as well as provide user training and knowledge transfer throughout the project duration. Tentative list of enhancements is provided in Appendix A.

## Assigned Personnel

- Emmett Wylam – Technical Architect
- Linda Charron – Implementation Consultant
- Erich von Trapp – Senior Technical Consultant

## Assumptions

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- Projects will be implemented using AGILE Methodology
- The agency will provide Subject Matter Experts (SMEs) to identify desired solution functionality
- Agency staff will perform UAT

Acceptance of all deliverables shall occur within 14 calendar days after delivery

UAT will take place throughout the implementation per AGILE best practices.

ETech Consulting, LLC will assist with documentation and communication of Accela Support related issues

ETech Consulting, LLC is not responsible for delays caused by the Accela environment or Accela support.

## Expected Project Duration

3 months

## Payment Terms

Invoicing shall be submitted once the deliverable is completed based on the line items indicated in the Service Estimate. Payment to ETech Consulting, LLC shall be mailed or made via ACH within thirty (30) days of receiving the invoice. If the thirty (30) day period falls on a weekend or holiday, payment shall be issued the following business day.

## Expenses Covered

None

## Work Location

Remote

# Service Estimate

## ETech Consulting, LLC

3445 Torrey Pines Drive South  
Salem, OR 97302

Date: December 23, 2021

To:

## Accela (MPWMD)

Attn:

## Service Description

ETech Consulting will assist Monterey Peninsula Water Management District with configuring Civic Platform Enhancements.

## Itemized Estimate (Not-to-exceed)

Item	Hours	Amount
Technical Management	256	40,960
(optional) Monterey County Accela Interface Design Document	50	8,000
<b>Total</b>		<b>48,960</b>

*Thank you for your business!*

## Appendix A

### Main concerns:

- Get ACA up and running, turn on online applications for multiple record types
- Edits to current reports
  - Example: Water Permit -MPWMD header/logo on 2nd page, All fixtures on page
- New Reports – Invoice, Deed Restrictions
- Additional “magic” to automate processes
  - Fees populate for LOUs, Fees for Wells
  - New Construction/New Connection – fixtures and requirements automatically roll over
  - All fees invoiced automatically
  - Duplicate record if multiple Connections entered
  - Bulk record creation from Excel
- 2nd try at features not completed in 1st round
  - Tracking of WUP, WUCs, Allocation, Entitlement on Water Permits
  - Deed Restrictions-List of water fixtures as on permit
  - Reports: Allocation Report, Entitlement Report, Type of Permits (Ad Hoc)
  - Mixed-Use Permits Calculations
  - 2nd bathroom fixtures – no credit
- New Programming
  - Edits to second bath protocol

### Wish List:

- (optional) Interface to Monterey County Accela
  - Tie-in with Monterey County Accela to approve permits and final inspections