



December 14th, 2021

Nicole Aubain,
Manager, Contract Administration

RE: Geographic Information Systems Services

Dear Nicole,

Symbiosa and its Partner Davey Resource Group Inc are pleased to submit this proposal for Geographic Information Systems Services to VIWAPA.

Symbiosa has completed prior GIS conversion, training, and integration services for the Partner Software System, WindMilMap and Orbitas data collection software at VIWAPA. We are familiar with the existing GIS infrastructure and engineering assemblies that are in use. We are also a MultiSpeak Integrator Consultant with extensive integration experience between Partner Software and WindMilMap.

Symbiosa has chosen Davey Resource Group to partner with as DRG has completed similar work throughout the United States and Caribbean and has a long track record of successful projects. DRG is very familiar with the scope of work VIWAPA has requested and has a clear understanding of the complexities involved in completing these types of system inventory projects. DRG has completed numerous projects for Windmil Map customers as well as FEMA related projects. Our team is committed to providing VIWAPA with a successful, safe, accurate, and efficient system Inventory project.

"Disclaimer- Any data provided is not to be utilized as a survey product"

The principal point of contact for this proposal will be Andrew Belvan President, Symbiosa (phone: (970) 672-8212; e-mail: awbelvan@symbiosa.com) Davey Resource Group point of contact will be Tommy Maloney, Sr. Project Developer (phone: (770) 377-1584; e-mail: tommy.maloney@davey.com).

Respectfully Submitted,

Tommy Maloney
Senior Project Developer
Asset Management
Davey Resource Group, Inc

Andrew Belvan
President
Symbiosa



Geographic Information System

Virgin Islands WAPA

December 14, 2021



PROPOSAL:

PR-07-22 GIS Systems RFP

Prepared by:

Subcontractor

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Presented to:

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SYMBIOSA EXPERIENCE

Symbiosa President, Andrew Belvan, served for many years at Partner Software in leadership roles that guided technical and feature development of the Partner Staking software and the interfaces necessary to integrate with work order systems and electrical GIS software. These leadership roles included serving as both Executive V.P. of Business Development and V.P. of Operations at Partner Software. His background brings a wealth of knowledge, experience and long-term professional relationships to projects involving the Partner Software Platform. Andrew was also involved in developing the initial relationships between Partner Software and Milsoft's executive leadership that eventually led to Milsoft rebranding and selling the Partner System as Milsoft Field Engineering.

After leaving Partner Software and founding Symbiosa in 2010, Andrew partnered with Wheatland REA in Wheatland, WY to pioneer Tri-Global's MobileStaker technology (now known as Utilipad or Orbitas) and Partner Staking Software as a field inventory technology used to gather the GIS data necessary for their new WindMilMap GIS. During the process Symbiosa worked with Tri-Global, Partner Software and Milsoft to develop, refine and update the Staking to GIS interface to allow Partner Staking Software jobs to update the WindMilMap GIS with field inventory data. Symbiosa's partnership with Wheatland REA allowed Symbiosa to successfully build the entire Wheatland REA WindMilMap GIS from data gathered by a contractor.

Symbiosa is a Professional Utility GIS Management firm and perpetually hosts and maintains the GIS and peripheral data interfaces for utilities throughout the United States. Symbiosa also provides high level technical configuration and consulting services on the Partner System and WindMilMap on a project by project basis. This includes a recent successful project assisting VIWAPA with their WindMilMap GIS.

Symbiosa leadership has maintained a long-term relationship with leadership at DRG for almost two decades and is pleased to present DRG as a subcontractor on this proposal to provide the field inventory services necessary to complete a new Geographic Information System at VI WAPA.

DRG EXPERIENCE

Davey Tree's founder, John Davey, founded the company in 1880. In many of his writings, he emphasized the phrase, "Do it right, or not at all." This has become our company motto and Davey Resource Group lives by it every day.

While we work to always do things right, occasionally an issue will arise. Our attitude is that if we make a mistake, we correct it as soon as possible. We also try to never surprise a client. If we do have to surprise a client, we do it earlier rather than later.

These traits have served us well in the development of digital maps for electric utilities. Our experience includes all the aspects of field data collection, data conversion, and GIS development. Over the past twenty-five years, our personnel have developed considerable experience with field inventory projects and have established procedures that are necessary to ensure a successful project. This project will use our standard procedures and software and personnel will be assigned to various tasks specific to VIWAPA's project. Using standard procedures and software ensures quality work is completed on time and on budget. DRG has been a business partner with Milsoft for 20 years and has completed over 20 Windmil Map inventory/Verification projects.

To the extent that a project can be completed with standard procedures, this project will build on the success of approximately one two hundred projects over the last 25 years.

DRG FINANCIAL STRENGTH

	Fiscal Year Ended December 31,				
	2020	2019	2018	2017	2016
(In thousands, except ratio and per share data)					
Operating Statement Data:					
Revenues	\$ 1,287,552	\$ 1,143,720	\$ 1,024,791	\$ 915,958	\$ 845,678
Costs and expenses:					
Operating	823,297	730,096	666,141	587,443	541,785
Selling	227,392	209,148	184,388	167,934	152,106
General and administrative	89,528	76,738	67,462	59,403	58,293
Depreciation	53,888	57,292	54,914	50,702	47,284
Amortization of intangible assets	2,827	2,545	2,055	2,384	2,306
Gain on sale of assets, net	(3,581)	(2,055)	(5,106)	(3,989)	(4,664)
Income from operations	94,201	69,956	54,937	52,081	48,568
Interest expense	(6,899)	(8,514)	(7,039)	(4,886)	(4,393)
Interest income	2,135	348	350	292	255
Other expense	(5,555)	(8,112)	(11,505)	(9,603)	(7,485)
Income before income taxes	83,882	53,678	36,743	37,884	36,945
Income taxes	22,945	12,628	9,385	16,075	14,885
Net income	\$ 60,937	\$ 41,050	\$ 27,358	\$ 21,809	\$ 22,060
Earnings per share--diluted *	\$ 2.65	\$ 1.71	\$ 1.07	\$.82	\$.81
Shares used for computing per share amounts--diluted *	23,033	23,978	25,481	26,697	27,247
Other Financial Data:					
Depreciation and amortization	\$ 56,715	\$ 59,837	\$ 56,969	\$ 53,086	\$ 49,590
Capital expenditures	51,650	58,355	60,410	57,100	56,646
Cash flow provided by (used in):					
Operating activities	152,081	83,353	62,104	56,776	55,370
Investing activities	(54,928)	(63,322)	(61,377)	(59,518)	(54,808)
Financing activities	(92,059)	(31,824)	9,065	6,410	(7,721)
Cash dividends declared per share *	\$.10	\$.10	\$.10	\$.10	\$.10

Certain amounts in prior years have been recast as a result of the change in accounting principle as discussed in Note B

DRG has not been engaged in any bankruptcy proceedings in the last five (5) years in any capacity.

The Company is party to a number of lawsuits, and other claims arising out of the normal course of business. Management is of the opinion that liabilities which may result are adequately covered by insurance, or reflected in the self-insurance accruals, and would not be material in relation to the financial position or results of operations.

Current employee count: ~1,800

DRG BUSINESS LICENSE

Business Entity No. FP0116602



Government of

The United States Virgin Islands

-O-

*Office of the Lieutenant Governor Division
of Corporations & Trademarks*

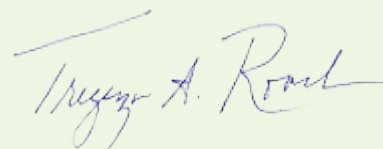
CERTIFICATE OF AUTHORITY

To Whom These Presents Shall Come:

I, the undersigned Lieutenant Governor the United States Virgin Islands, do hereby certify that **DAVEYRESOURCE GROUP, INC.** a **Foreign Profit Corporation**, has filed a(n) **Qualification Documents** in the Office of the Lieutenant Governor the requisite documents pursuant to the Virgin Islands Code, and the Rules and Regulations of this Office and may therefore proceed to carry on its business in the United States Virgin Islands as witnessed by my seal below.

Registration Date: December 07, 2021

Witness my hand and the seal of the Government of the United States Virgin Islands, on this 8th day of December 2021.



Tregenza A. Roach
Lieutenant Governor
United States Virgin Islands

PROJECT SCOPE: REQUESTED SERVICES

DRG understands that VIWAPA is requesting the following services:

- 1) Complete GPS Field Inventory – VIWAPA has requested a field inventory of the entire electrical distributions system. The data to be collected is described in this proposal in a Milsoft Windmil Map format.
- 2) Data Implementation into Windmil Map and configuration of Partner Software.

Prices for these services are priced accordingly and can be found on our Unit Pricing page

PROJECTED START AND END DATES

- A pre-project meeting will be held on agreed date prior to start of work to finalize all details and deliverables of the Inventory. The Symbiosa team will complete the project in a **12-month time period**. A tentative Milestone Schedule is listed below. After award and Kick Off meeting a detailed and Updated schedule will be provide to VIWAPA.
- Symbiosa anticipates providing the initial new Partner Map Publisher configuration and new Partner Staking to WindMilMap GIS interface configuration shortly after the initial pilot data is accepted from DRG by VIWAPA.
- Documentation as requested per the RFP will be developed throughout the course of the project

VIWAPA Milestones						
				Project Award		TBD
				Kick Off Meeting		TBD
				Collection Setup and Team Preparation after Kick Off		5 Weeks
Location	Substation	Feeder	Ave Feature Count	Field Collection (Week)	QC (week)	Delivery (Week)
<i>STJ - Pilot</i>	1	1	4226	Week 1 - 5	Week 6 - 7	Week 8 - 9
<i>STJ - Pilot</i>		2	4226	Week 2 - 5	Week 6 - 7	
<i>STT</i>	1	1	2741	Week 6 - 9	Week 10 - 12	Week 16 - 18
<i>STT</i>		2	2741	Week 6 - 9	Week 10 - 12	
<i>STT</i>		3	2741	Week 6 - 9	Week 10 - 12	
<i>STT</i>		4	2741	Week 9 - 12	Week 13 - 15	
<i>STT</i>	2	5	2741	Week 9 - 12	Week 13 - 15	Week 19 - 21
<i>STT</i>		6	2741	Week 9 - 12	Week 13 - 15	
<i>STT</i>		7	2741	Week 12 - 15	Week 16 - 18	
<i>STT</i>		8	2741	Week 12 - 15	Week 16 - 18	
<i>STT</i>	3	9	2741	Week 12 - 15	Week 16 - 18	Week 22 - 24
<i>STT</i>		10	2741	Week 15 - 18	Week 19 - 21	
<i>STT</i>		11	2741	Week 15 - 18	Week 19 - 21	
<i>STT</i>	4	12	2741	Week 15 - 18	Week 19 - 21	Week 25 - 27
<i>STT</i>		13	2741	Week 18 - 21	Week 22 - 24	

STT		14	2741	Week 18 - 21	Week 22 - 24	
STT	5	15	2741	Week 18 - 21	Week 22 - 24	Week 28 - 30
STT		16	2741	Week 21 - 23	Week 24 - 26	
STT		17	2741	Week 21 - 23	Week 24 - 26	
STX	1	1	3773	Week 24 - 28	Week 29 - 31	Week 36 - 38
STX		2	3773	Week 24 - 28	Week 29 - 31	
STX		3	3773	Week 24 - 28	Week 29 - 31	
STX		4	3773	Week 28 - 32	Week 33 - 35	
STX		5	3773	Week 28 - 32	Week 33 - 35	
STX	2	6	3773	Week 28 - 32	Week 33 - 35	Week 45 - 47
STX		7	3773	Week 32 - 36	Week 37 - 39	
STX		8	3773	Week 32 - 36	Week 37 - 39	
STX		9	3773	Week 32 - 36	Week 37 - 39	
STX		10	3773	Week 36 - 41	Week 42 - 44	
STX	3	11	3773	Week 36 - 41	Week 42 - 44	Week 50 - 52
STX		12	3773	Week 36 - 41	Week 42 - 44	
STX		13	3773	Week 41 - 46	Week 47 - 49	
STX		14	3773	Week 41 - 46	Week 47 - 49	
STX		15	3773	Week 41 - 46	Week 47 - 49	

EXECUTIVE SUMMARY

Symbiosa Team appreciates the opportunity to submit this proposal to VIWAPA in response to the request for field inventory services. The Symbiosa team is committed to providing VIWAPA with the highest quality, value-add services and is confident that our experience, deep utility and GIS domain expertise, and best practice procedures offers a comprehensive and cost-effective solution that will exceed the requirements and expectations as defined by VIWAPA for this initiative. As you will see in the following proposal, the Symbiosa Team is committed to partnering with VIWAPA in achieving this milestone project, which includes:

- Full Field Inventory of all OH and UG Electric Facilities
- Uploading Quality checked data to VIWAPA's Windmill Map GIS solution
- Configure and implement data into Windmill Map and Partner Software
- Training and Interface configuration

To achieve this objective, VIWAPA is looking to partner with a qualified, experienced geospatial company that not only has the breadth of relevant experience successfully delivering GIS services within the utility industry, but also has the commensurate track record of being able to innovate through the process to foster new technologies and ideas that can be rapidly placed into production for a project of this scale.

VIWAPA's project requires a wide range of skills that no single company can deliver, therefore requiring a highly-functioning team approach. Symbiosa has selected a key partner in Davey Resource Group that brings significant expertise to this project in the form of field data collection services.

DRG will successfully deliver these services through a value-added and true partnership-based approach that reduces overall cost and risk to VIWAPA. The following outlines key elements of the Symbiosa team proposal and their importance to VIWAPA and this engagement:

- VIWAPA's project requires stability yet must be flexible in its approach. The Symbiosa team will employ best practices acquired through our extensive GIS data experience within the utility industry and specifically with the VIWAPA GIS architecture Windmill Map and Partner Software.
- The contractor in this engagement must understand VIWAPA's core concerns for field inventory and building the GIS to accommodate data to support EA and OMS. While DRG brings extensive field asset collection expertise, Symbiosa brings expertise toward system and data integration and project management.
- VIWAPA's project requires first-hand working knowledge of electric networks, GIS data and Windmill Map. The Symbiosa team brings to VIWAPA world class field verification and data integration expertise, knowledge of windmill map and staff who have owned systems on VIWAPA's scale, and extensive operational systems expertise. This in concert with our relationship with Milsoft and Partner ensures a solid understanding of the data requirements.

Symbiosa team, recognizes that VIWAPA has very good options to choose from for this critical service and we hope that through our powerful team and this proposal we have conveyed to you that it is our absolute mission to be VIWAPA's trusted partner by focusing on the services at hand, improving them on a continual basis, and providing value-added services that extend beyond the defined program requirements as they may be needed. Symbiosa and our partners will mitigate risk through quality guarantees and provide continuous process improvement expertise that results in increased efficiencies over time.



Symbiosa Team believes strongly in a relationship-based approach and living by our commitments on data quality, cost, and schedule. Without question, DRG and our partner's clients are the best testimony to the skills, dedication and value that we will bring to VIWAPA.

Davey Resource Group Inc.

Davey Resource Group's main office is located in Kent, Ohio, with regional offices in Alpharetta, Georgia; San Diego, California; and Albany, New York. Operational headquarters are also located in Michigan, Illinois, Delaware, Maryland, Florida, Texas, Louisiana, Mississippi, North Carolina and Washington.

We are the utility and horticultural consulting division of The Davey Tree Expert Company. DRG had its beginnings providing our parent company with utility and horticultural consulting services as early as 1909. We have been providing right-of-way management services and asset management services to the utility industry since 1991.

DRG's major area of focus is asset management on the right-of-way. Our services in this field include pole inspections; field inventories/verifications; geographic information system (GIS) database development and data collection; and equipment inventories and audits that include make ready Engineering, joint use, streetlight, and underground equipment and NESC safety compliance. DRG's projects have spanned from the annual inspection of 10,000 poles to a joint use inventory project of 1,500,000 poles over a three-year period.

DRG is committed to the electric utility marketplace. We offer our dedicated and experienced staff to your important GIS data collection and realignment project. The following facts summarize why DRG is qualified and committed to providing VIWAPA with this important GIS field inventory. DRG has 30 years of quality experience providing field inventories for electric utilities:

- DRG has over 300 experienced field technicians.
- DRG has over 30 GIS professionals.
- DRG has multiple projects utilizing or conforming to Windmil Map GIS.
- DRG has had extensive training and experience utilizing Windmil Map GIS.
- DRG was named ESRI business partner of the year in 2001.
- DRG has performed to successful completion over 200 field inventory projects over the last 30 years.

DRG has extensive knowledge and experience in the development of digital maps for electric utilities. Our experience includes all aspects of field data collection, data conversion, and GIS development described in this proposal. Over the past twenty five years, DRG has used various ESRI integrated applications in the development of GIS mapping systems including Milsoft WindMilMap; ArcFM; Futura GIS, NISC MapWise and all CIS integration of field data. Our personnel have also developed excellent working relationships with Milsoft staff members such as Kacey Terry and Jeff Carr. These factors ensure that VIWAPA will obtain the best possible solution from DRG for a well-managed and successfully integrated project.

We are committed to bringing the greatest accuracy, versatility and electronic compatibility to all of our projects. Our highly trained personnel regularly utilize the most modern technologies. DRG also has designed specialized field software for the many needs of right-of-way management activities, including preplanning for work crews, reporting, organizing pole inventories and collecting data on PDAs in the field.

INTRODUCTION

Symbiosa and its partner Davey Resource Group (DRG) understands that VIWAPA, is seeking expert advice and proposals from companies that have experience in providing comprehensive electric distribution field inventory, GIS development and who have provided multiple projects of this kind.

The following information prepared by Symbiosa Team is intended to provide VIWAPA with pricing, schedules, and the information requested to perform the work as requested.

Davey Resource Group is uniquely qualified to complete the field inventory for VIWAPA. DRG completes more than 20 projects annually that are similar in scope to the project that VIWAPA has specified and with over 300 field and technical employees, DRG has the resources to complete this project in the time frame requested. VIWAPA will benefit from the extensive experience of our Field Project Managers, Field Operations Managers, GIS Production Managers, Site Coordinators, Project Developers, and qualified Field Technicians. These individuals will be available throughout the duration of this project and are committed to exceeding the expectations of VIWAPA. DRG is a Milsoft and ESRI business partner and has a complete understanding of the proper collection methods, connectivity, QA/QC, and deliveries of all data in the Windmill Map format.

Symbiosa Team is dedicated to providing a clear focus on this project to ensure that all procedures are designed with the objectives of VIWAPA in mind.

Scope of this project will include:

- Export landbase and facility data from VIWAPA's GIS to serve as the source dataset for the field inventory.
- Collect attributes on all poles, meters and Underground devices on the VIWAPA distribution system. Based on the requirements off the RFP.
- DRG will Deliver verified data in the WindMilMap GIS format.
- Symbiosa will provide project management and Final Data loading into Windmil Map as well as Partner Software Map Viewer and supporting services as outlined in the addendums and RFP.



SOFTWARE SETUP AND CONFIGURATION

Symbiosa will provide all configuration and training of all required applications. The first steps to providing these services will be to meet and discuss each task required by VIWAPA.

Project Management

Symbiosa will provide Geographic Information System Project Management and Consulting to VIWAPA regarding data structuring relevant to VIWAPA construction assemblies and equipment for the new GIS. Symbiosa will assist with acceptance of field inventory data deliveries from DRG and help VIWAPA address any concerns that may arise during the project. Symbiosa will not provide any fielding QA/QC of data for final acceptance. It will be the sole responsibility of VIWAPA to field verify the accuracy of the delivered data.

The new field inventory data will create a new GIS data structure in WindMilMap GIS and a new external table structure. Symbiosa will guide VIWAPA through the process of migrating to the new GIS data in both WindMilMap GIS and the Partner Software System.

Symbiosa will be available for remote meetings with VIWAPA and DRG throughout the process of field inventory data deliveries and will coordinate with DRG as feeders and substations are delivered to be added to the new GIS. Should Symbiosa be required to be onsite for any reason there would be a site visit charge plus travel and expense. Those costs are listed in the price schedule. Symbiosa plans on working primarily remotely whereas DRG will be onsite.

DRG will also provide a variety of project tracking tools and reports to VIWAPA each week. These project management tools are also outlined in this proposal.

Training

During the process of mapping job orders in new GIS while working with VIWAPA, the necessary training should be schedule to finalize GIS project. Documentation and training should be done on the following

- Setup of New GIS (database locations, schemas, table-joins, credentials, editing capabilities, links, pictures, etc.)- with GIS Admin
- Note automated scripts such as database updates and exports (export for Job Status WebMap, etc)- with GIS admin
- Staking process with updated GIS features and approved recommended process
- changes (with staking engineers)
- Overview of New GIS with general VIWAPA staff

New Aerial Imagery

Symbiosa will reprocess, reproject, and retile orthorectified aerial imagery provided by VIWAPA for compatibility with both the Partner System and WindMil EA and DisSPatch OMS.

ArcGIS Job status Map

Symbiosa will Prep, configure, and provide geodatabase for ArcGIS job status map.

Partner Software Setup and Configuration

Symbiosa will perform the following tasks

- Review and provide recommendations for current Job Processing to maintain GIS
- Make approved Partner Job Manager Workflow Configuration modifications
- Reconfigure Staking Sheets to Accommodate Extra Data and Information Tracking

The following requested set up and configuration requires extensive consulting and cannot be committed to or priced without further investigation and research into requirements and viability:

- a) Prep, configure, and link current staking software (Partner Field designer) Database with Job Order database to make field designer more user friendly (automate populating fields)
- b) Develop and/or Configure Approved Construction Unit Part, Cost and Labor Information
- c) Develop and Program Custom Cost Estimate for Partner Field Designer

Accounting and Staking Interface

The following requested set up and configuration requires extensive consulting and cannot be committed to or priced without further investigation and research into requirements and viability:

- a) Develop and/or Configure Approved data in Accounting/Staking Interface"
- b) Add crew/labor unit, material stock numbers, Avg price field to units/materials in Partner Field Designer
- c) Link Units/Material list with accounting/pricing database

Windmil Map Data Loading and Maintenance.

- Data Loading and Review
- Provide scripts to automate updating and maintain mapping
- Review and provide recommendations for current Job Processing to maintain GIS

ELECTRICAL DISTRIBUTION FIELD INVENTORY

Success of this project will be measured by the **quality** of the data collected in the field and by **completing** the project within VIWAPA's allotted time frame. Symbiosa and its partner Davey Resource Group has a systematic plan and approach to complete the VIWAPA project. We are committed to a successful project that achieves the stated goals and objectives of VIWAPA. The operations staff responsible for the completion of this project has more than 100 years of combined experience and has successfully completed multiple projects of more than a million poles. Additionally, DRG has completed successful system inventories, verifications, joint use audits and pole inspections for utilities throughout the entire United States and Caribbean.

Davey Resource Group will provide a comprehensive field inventory of all poles, meters and underground devices within the entire VIWAPA service territory. DRG will take a systematic approach to completing the work as requested. Our extensive experience in completing many similar projects will ensure the VIWAPA project goals will be completed in an effective and accurate process.

1. **Project Startup:** The first step of the process will begin by meeting with VIWAPA personnel prior to fieldwork being performed. This meeting will be used to define data delivery specifications, clearly outline and understand VIWAPA's current data integration "hooks," and identify a clear process for the data integration and delivery process. This step will additionally serve multiple purposes and ensure DRG's staff understands the full scope of this project. In addition, DRG staff will clearly outline:
 - a. Data collection specifications.
 - b. VIWAPA procedures.
 - c. VIWAPA guidelines.
 - d. Data delivery specifications.

A Project Procedures manual will be developed and updated at this preplanning session and help to ensure consistency among data collectors and serve as a reference tool for field personnel. A copy of this manual will be provided to VIWAPA for their review and approval.

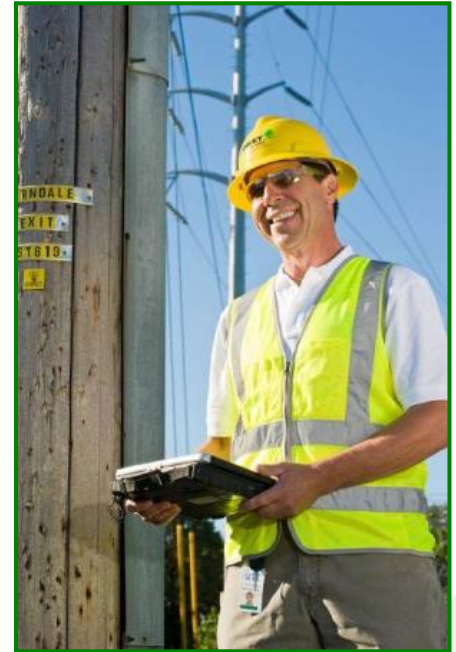
2. **Project Schedule and Proof-of-Concept (Pilot Project):** DRG can begin the project in 2022 and complete it within 12 months. DRG will perform a one circuit pilot project and deliver it to VIWAPA for review. This will ensure all systems and communications are functioning properly before starting full field production. After final delivery of the pilot, VIWAPA will have 10 days to evaluate the pilot and suggest any changes or modifications. DRG will provide VIWAPA with the completed pilot circuit. The project scheduled time frame will not begin until VIWAPA signs off on the pilot project and gives notification to proceed. DRG will not shut down field services during this time. DRG will continue to perform fielding on the next feeders. This will allow DRG to be productive and continue operations on the islands.
3. **Data Collection:** Once VIWAPA is comfortable DRG has an accurate understanding of their specifications, our team will utilize an efficient data collection methodology that has proven successful on the pilot project and on similar projects:
 - a. **Data Dictionary** – The data dictionary will be based on the required features and attributes as indicated in the VIWAPA RFP and preliminary discussions that will occur in the project setup meeting. The data dictionary will be finalized after the Proof-of-Concept (pilot project). DRG understands there will probably be changes as the

project moves forward, however, any significant changes could affect pricing and would need to be discussed in further detail.

- b. **Data Transfer** – DRG has the ability to link existing database information to equipment collected in the field. This will require a common link to be able to do so. DRG will load these files into our field data collection software utilizing rugged field computers or iPads.

4. Data Collection Distribution – DRG field staff will GPS locate every pole, meter, substation corner, and underground feature with DRG’s mobile software.

- a) DRG technicians will GPS the substation fence corners.
- b) Technicians will be provided the phasing coming out of the sub from VIWAPA and continue correct phasing throughout each circuit. DRG will utilize a phase tracker to identify phase.
- c) Technicians will GPS each pole, meter, and underground facility to ensure spatially accurate data.
- d) Technicians will collect attributes as listed and agreed upon in the “Outline of Attributes and the preliminary Data Dictionary as listed in this proposal and refined at the project set up meeting.
- e) Technicians will collect data using techniques and procedures that will ensure data connectivity in the Milsoft Windmil Map data model.
- f) Field supervisors will monitor quality and production of team members and be in frequent communication with VIWAPA Project Manager.
- g) DRG Field Project Manager will also be monitoring quality and production. Project Managers will be in frequent communication with VIWAPA Project Manager.



Data Processing

DRG’s Project Manager will be responsible for running the custom programs and queries to validate the data collected in the field. This responsibility will include running custom queries and reports to check for data validity (e.g., missing, inconsistent, duplicate, non-unique and unmatched data). Programs will be run to check for phase consistency by color-coding the lines and any point features that carry a phase attribute. Connectivity is established by tracing from the substation out to all consumers using the GIS software. Outstanding questions go back to the field for verification and correction.

Underground (UG) Facility Inventory: DRG uses the same approach for UG that was used in the overhead inspection. UG facilities will be located by systematically following each circuit pole by pole and utilizing the existing line work and data from VIWAPA. The location and the required information will be verified and collected by performing a visual assessment from the outside of the container and then also by opening the container to collect the required data. DRG technicians will have the necessary training for opening Dead front UG containers as well as have the needed PPE. Should any live front containers need to be opened then DRG would look to VIWAPA for assistance. The mapping technician will complete the primary distribution mapping of the UG in the field. As they come to each piece of equipment, they will use any existing UG data provided by VIWAPA to verify feed and open points. DRG will open underground containers to verify the required information outlined by VIWAPA as an option if necessary. There may be instances where the container will not need to be opened. DRG will also utilize all source materials available to verify the primary and secondary distribution (e.g., existing databases, maps, UG diagrams and discussions with VIWAPA UG line crews) to complete this inventory.



Quality Assurance: DRG will be using Esri collector app software in the field. Using this tool in the field will ensure quality assurance procedures be performed on data collected by field personnel. VIWAPA will benefit from a multi-tiered approach to quality control. This approach utilizes quality checks in three main areas:

- **Computerized Data Inventory** – Working together with Symbiosa and Milsoft staff, DRG has developed custom queries. These queries run multiple data verifications to look for abnormalities in the data that could signal errors in the field.
- **Quality Assurance Records** – QA records will be completed in selected GIS software so that quality checks have a record of the data collected. This process ensures a detailed and documented approach to quality assurance.
- **Data Delivery/Deliverables** – DRG will deliver final in the existing VIWAPA Windmill Map Format. Delivery of final data will go to Symbiosa for integration.

Manhole Inspection and Inventory

Manhole Inspection and inventory phase will run concurrently with the overhead and underground phase and mirror the Initial Audit, by capturing all remaining data needed. Location information needed to plan MoT (Maintenance of Traffic) will already be known and DRG's Traffic Control Team will be working to plan these out and submit documentation to receive any needed permits. DRG team understands the manhole work will be very comprehensive and costly. DRG would like to discuss with VIWAPA alternatives that could make this option more productive and cost effective.

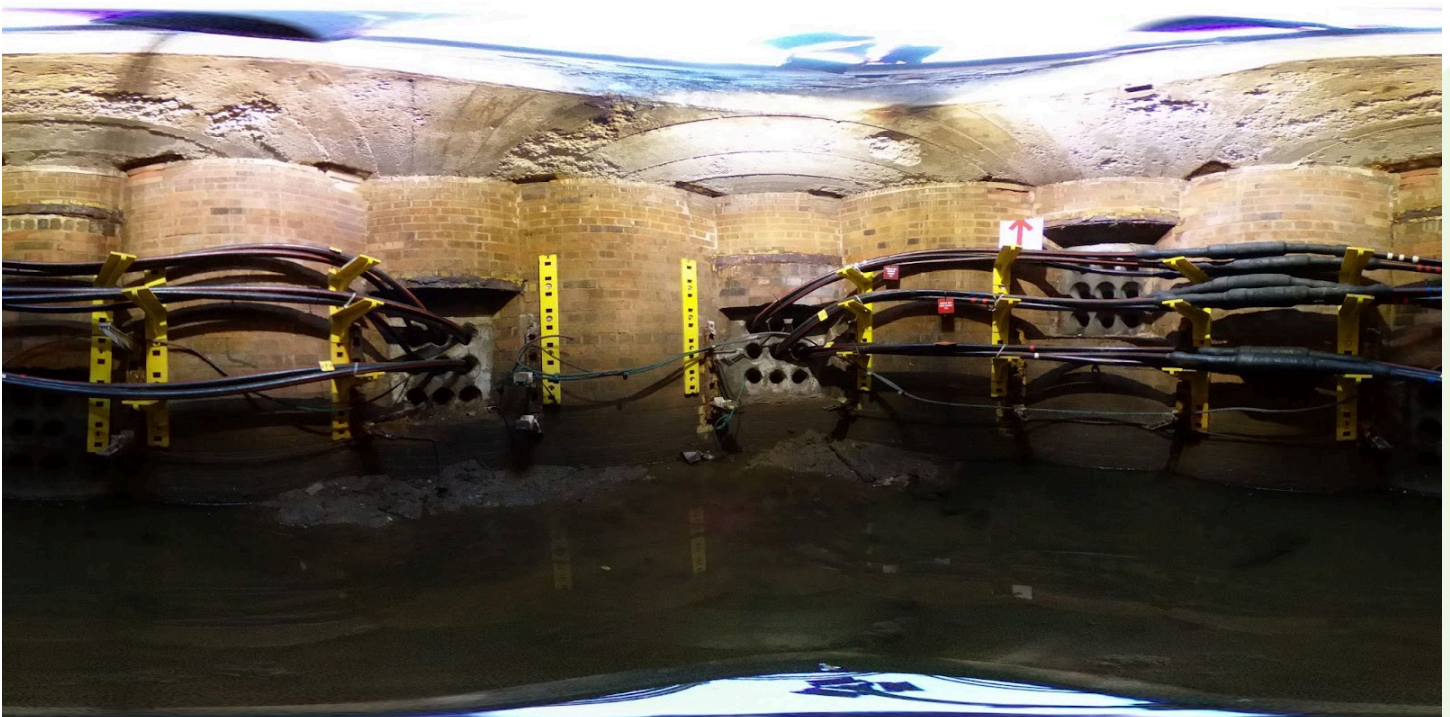
Optional - 360 Photography with GoPro Max

By using a relatively inexpensive 360 camera and LED ring light, DRG can quickly capture shots within subsurface structures to show some signs of wear and help to orient someone prior to opening up a structure. These photos can be viewed using the free GoPro Quick desktop application.

Manhole Access and Collection

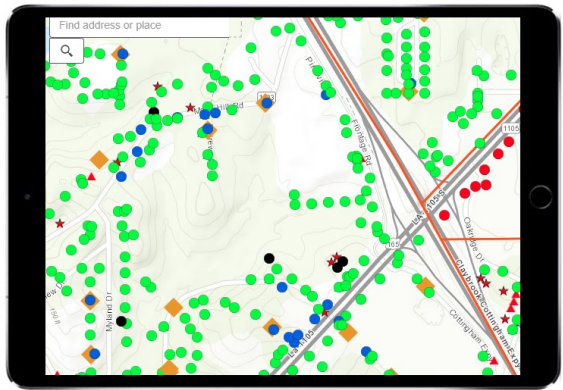
DRG will bill for each Manhole opened and added to the GIS. DRG's General process will include the following: Traffic Control, Opening Manhole, Check Air Quality, Water Removal,

Inventory of facilities with Technician entering manhole or camera, Close manhole and secure, clean area and remove traffic Control barriers.



FIELD EQUIPMENT

iPad Pro Table

iPad Pro Tablet	
Processor	Apple A10X Fusion
Hard Drive/Memory	64GB or more
Display	10.5" HD touch screen display (2224x1668) 
Communication	Wi-Fi(802.11a/b/g/n/ac), Bluetooth (v4.2)
Power Supply	AC Adapter (65W, 100-240VAC, 50/60Hz), Hot swappable Dual Li-Ion battery, 461F ready
Camera	12MP Rear/7MP Front
Operating System	iOS 10
Sensors	Compass, Magnetometer, Accelerometer, Ambient light sensor, Gyroscope, and Barometer

Trimble R2

The Trimble® R2 is a compact, durable GNSS receiver that provides an easy-to-use solution for GIS and survey professionals who need to collect highly accurate data in a wide range of geospatial applications. Capable of delivering between submeter and centimeter positioning accuracy in real-time to any mobile device via a wireless Bluetooth® connection, the R2 receiver gives you total flexibility to choose a solution based on the accuracy and GNSS performance level that suits your application, letting you work the way you want.

"Disclaimer- Any VIWAPAS data provided is not to be utilized as a survey product"



Manhole 360 Imaging

During the Audit, missing manholes not in the GIS will be located and added. All manholes will have a 360° camera inspection, and a partial discharge inspection. By using a relatively inexpensive 360 camera and LED ring light, DRG can quickly capture shots within subsurface structures to show some signs of wear and help to orient someone prior to opening up a structure. These photos can be viewed using the free GoPro Quick desktop application.

goPro

Traditional GoPro HERO Capture + 360 Capture | Max HyperSmooth Video Stabilization | Horizon Leveling | PowerPano | Premium 360 + Stereo Audio | Directional Audio | Digital Lenses | Max TimeWarp | Intuitive Touch Screen | Touch Zoom | 1080p Live Streaming | Voice Control | In-Camera Stitching of 360 Footage | Reframe (with the GoPro App) | Compact Design with Built-In Folding Fingers | On-Screen Shortcuts | Portrait Orientation | Photo Timer | Short Clips | Rugged + Waterproof to 16ft (5m) | Protune (Photo, Video, and TimeWarp) | 2x Slo-Mo | Advanced Metadata (HERO Mode Only) | GP1 Chip | Removeable Battery (1600mAH Lithium-Ion)



AP30 PhaseTrakker Standard Phase Identification System

The AP30 provides absolute phase identification and angle on entire systems in order to balance load and minimize line loss. With PhaseTrakker® AP30 you can achieve correct phasing for system mapping and ensure that new substation connections are phase correct. PhaseTrakker works on overhead and underground conductors and can be used without de-energizing power lines (120V to 500kV).

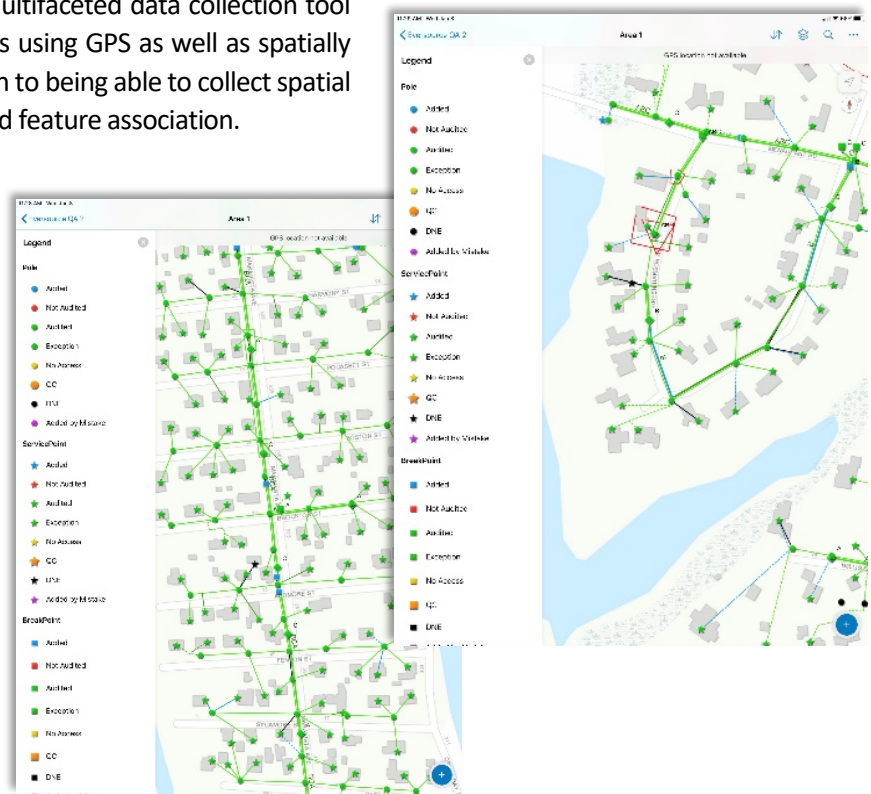
PhaseTrakker® AP30 Phase Identification uses GPS technology to continuously measure voltage phase angles at both the Field and Reference units, compares the angles over a wireless Internet connection and displays results on the Field Unit.



Arc GIS Collector Mobile Data Collection Software

DRG's mobile data collection application is a multifaceted data collection tool that allows for the insertion of missing features using GPS as well as spatially correcting existing features with GPS. In addition to being able to collect spatial data, Collector allows for attribute collection and feature association.

Because Collector is part of the ESRI ArcGIS platform it is designed to quickly and easily communicate with other Esri products such as ArcGIS Online and Enterprise. This means it is able to support automated and manual syncing of data between the field and office to ensure efficient data transfer.



Company Attire and Vehicles

The team outfits its field staff with the best tools to perform the work at the highest level and work as safely as possible. Below is an example of DRG's company vehicle. Due to the location of the project DRG will rental vehicles or use VIWAPA's verticals and have Company issued Magnets on the sides.



PHOTOGRAPHIC METHODS – PHOTOS

As an option, Davey Resource Group can take high resolution digital pictures at the same time the field inventory process is being performed in the field. DRG will use our standard procedures of collecting all of the requested data while in the field. The DRG field technician will concentrate on acquiring the GPS point and collecting all the data that is requested. At the same time, the technician will take one picture of the pole.

The pictures will be linked from the camera to the data collection computer via Bluetooth. All data and pictures will be stored locally on the field computer and sent back to the office in Alpharetta each night. Once the pictures are received in the DRG Alpharetta office, the data will be post processed and the pictures will be posted to the website.

DRG plans to take one picture per pole top location. The photo will be from the onboard camera. DRG also plans to take one high resolution picture per equipment location of the name plate should that option be selected. The nameplate pictures will consist of the name plate on each device as clear as possible. The photo will be high resolution so that VIWAPA staff can zoom in and see the information on the pole/nameplate.

DRG has trained and qualified technicians who understand electrical distribution and the components that are in the field. We know how the system works and what the devices in the field do; therefore, we do not rely on pictures as a substitute for collecting data of each location. However, they are valuable in the QA/QC process.



QUALITY ASSURANCE / QUALITY CONTROL

DRG takes a great deal of pride in providing quality data to its clients. In order to demonstrate to VIWAPA our commitment towards quality data collection, DRG will complete the following steps to ensure accuracy:

- **Data Collection Specification** – A clear understanding of the data and the methods for collection and categorization ensure higher quality data. DRG will use the detailed specification provided by VIWAPA before actual data collection begins to ensure that everyone (both VIWAPA and DRG personnel) understands the data to be collected and how it will be categorized.
- **Training** – Training of personnel is intended to assure everyone understands how the data is to be collected. Proper training of qualified individuals at the start will create quality data from the onset of the project.
- **Field Quality Check** – At the beginning of the project, ten percent of an individual's information will be checked in the field. A person with a demonstrated record of collecting quality data will have at least three percent of their data checked in the field. Quality control is often completed the day after the data collection is completed, but it will always be completed by Tuesday of the week following data collection. Accurate and timely quality assurance checks are critical to the success of this project.
- **Locating Field Checks** – While our field checks are often random, we prefer a focused field check where auditors check areas where there are most apt to be mistakes. This may be where equipment is concentrated, where lines have difficult access, or where other unusual situations exist.
- **Documenting Field Quality Checks** – All errors found in the field are corrected and updated to the computers. Errors are also tallied in the computer so that error rates can be determined and documented. As this project progresses, we will have a field quality check each week for each data collector. These will be stored in a spreadsheet and delivered to VIWAPA if requested.
- **Field Supervisors** will conduct the audits of the Field Auditors. The quality assurance field manager will ensure that trends are quickly corrected and communication takes place between auditors and supervisors.
- **Quality Assurance** will be completed electronically where possible so that quality checks are a permanent record of the data collected. This means there will be additional fields in the Field Software web site for quality assurance.
- **Quality Assurance Information** will be tallied by week ending date and provided to the client at least monthly, preferably by e-mail. More detailed delivery procedures can be defined if required. Accuracy rates and classification of any errors will be included as appropriate.
- **Computerized Data Inventory** is almost certainly the key to collecting successful data. The following computerized capabilities of our Field Software will ensure accurate and complete data collection:
 - All attributes can be defined with drop down lists for data entry, or as free formatted text, if required.
 - Attributes can be defined as uneditable for VIWAPA system information.
 - Intra-record data verification can be defined. For example, if a joint use company is entered, the quantity of attachments must be greater than zero.
- **Symbology** is a crucial tool for our auditors in the field.
 - Symbols can be defined for each layer to allow users to see each pole, meter and UG device.
 - Symbols can be set for different conditions. For instance, different symbols are used when a pole is

inspected.

- The software has colors and shapes that can also be used to ensure the field personnel have information displayed appropriately.
- Basemap information can also have sizes, shapes, and colors displayed for field use.
- **System Fields and Capabilities** help us manage our data collectors and our data on a real time basis.
 - Capabilities are included for adding and deleting data within the system. A delete field is stored throughout the Field Software system so that the deletion information will be delivered to VIWAPA. This will serve as the exception report.
 - The software maintains all fields necessary to load information to a Field Software web site and download it to a field computer when required. These capabilities are included so that quality control can be completed from the web site, with updated information going back to the web as required.

Final Inventory is completed as each data set is completed and before it is delivered to VIWAPA. This is an extensive process where we look for any abnormalities that may be in the data. Programs have been developed for this in the past, and we add to these programs as this project is implemented.

PRODUCTION REPORTING

Project Communication Plan



The Symbiosa Team will require weekly and as needed conference calls to discuss the project schedule and issues that may arise.

DRG project management staff will deliver a weekly progress report to VIWAPA's Project Manager by 10:00 AM EST every Monday via e-mail, regardless of whether or not work was performed, throughout the duration of the project. The report will include the following, at a minimum:

- Feeder(s) collected in the previous week.
- Feeders(s) slated for the coming week.
- Number of GPS points collected in the previous week.
- Number of crews working.
- Expected completion of feeder(s) or substation(s) where fieldwork has been completed.

The Symbiosa Team uses the reports and graphs below to track various stages of the project. These reports ensure that production is being met and that we are on schedule. These reports will be available to VIWAPA during the project. Updated schedules and productions rates will be provided once the pilot project is completed, and full production mode is in place.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16
Verification (Miles of CV Distribution)	0	1,445	2,883	4,045	5,201	6,646	7,802	8,357	10,402	11,558	12,714	14,158	15,314	16,470	17,364	
Percentage Complete	0.00%	8.32%	16.64%	23.30%	29.96%	35.27%	44.83%	61.69%	69.21%	66.60%	73.22%	81.64%	88.20%	94.56%	100.00%	
Verification (Joint Use Distribution)	0	332	664	929	1,194	1,526	1,782	2,057	2,389	2,854	2,920	3,251	3,517	3,782	3,960	
Percentage Complete	0.00%	8.39%	16.76%	23.49%	30.16%	38.64%	46.24%	61.66%	60.32%	67.03%	73.73%	82.11%	88.01%	96.61%	100.00%	
Verification (poles)		7200	14400	21600	28800	36000	43200	50400	57600	64800	72000	79200	86400	93600	100800	108000
Percentage Complete	0.00%	6.67%	13.33%	20.00%	26.67%	33.33%	40.00%	46.67%	53.33%	60.00%	66.67%	73.33%	80.00%	86.67%	93.33%	100.00%

DRG-XXX Weekly Report

Report Period	xxxx/xx to xxx/xx/xx
Distribute to	xxxxx
Prepared by	xxxx

Safety Report:



- All work completed safely for week ending xxx/xx/xx
- No OSHA recordable incidents
- No other incidents
- No near misses

Current Staff Assignments:

Name	Email	Phone	Feeder
Jesse Hughes	jesse.hughes@davey.com	xxx-xxx-xxxx	CT 1109/1109
Jay Cull	jay.cull@davey.com	xxx-xxx-xxxx	CT 1109
John Morrow	john.morrow@davey.com	xxx-xxx-xxxx	CT 1105
Leroy Manivong	leroy.manivong@davey.com	xxx-xxx-xxxx	CT 1103
Daniel Tarasi	daniel.tarasi@davey.com	xxx-xxx-xxxx	CT 1105
Roland Pratt	roland.pratt@davey.com	xxx-xxx-xxxx	CT 1109 TR

Project Metrics:

- Features mapped this week = 1,261 *Note this number is based on GPSed features (Poles).
- Features mapped to date = 21,600 *Note this number is based on GPSed features (Poles).
- Action Items.

DRG-XXXX Weekly Conference Call Agenda xxx.xx.xx

Client Team:
DRG Team:

Weekly Production Summary

Safety
Cuts in Mapping:
Cuts in QC:
Cuts in Delivery:

Data Collection Status

- Features mapped this week = xxx *Note this number is based on GPSed features.
- Features mapped to date = xxx *Note this number is based on GPSed features.
- Delivered this week: xxxxx

Discussion Items:

-

Action Items

-

Schedule Status

Questions/ Additional Items
Client team:
DRG team:

Issues Tracking and Management

The following items, at a minimum, will be provided to VIWAPA by the DRG Project Manager for project reporting:

- Weekly status reports that include accomplishments for the reporting period, tasks for the upcoming reporting period, action items, and key management concerns.
- Monthly executive reports summarizing the month's activities, raises current concerns, and tracks plan versus actual progress.
- Circuit status reports.
- Project schedule.
- Resource assignment.
- Implementation, planning, and coordination.
- Data delivery and system integration activities.
- Data acceptance and testing.
- Migration and circuit cutover planning.

Change Control

Our experience has been that the best approach to change and change order management is to have clearly defined objectives and goals for the project. As long as the goals and objectives can be clearly stated by the VIWAPA and DRG, change management should remain a lesser concern. Because this is a major project, however, change management will be addressed. Our plan is to identify change requirements early in the project and bring them to VIWAPAs attention as soon as possible. We would prefer to address change issues during the pilot or earlier, rather than address changes when a significant portion of the project is complete. We will also keep a database or log of all change processes.

Project Definition and Clarity

Our experience indicates that a sharp and specific project scope leads to a successful project. A clear project definition leads to a concise project that meets the needs of everyone involved. While VIWAPA has provided a good start on defining the project scope, there will be further substantive discussions to define and firm up expectations. Additional details will require attention by DRG and VIWAPA managers together. The project startup meetings can last longer than expected, however this process has proven to be valuable in running smooth successful projects with less surprises for either DRG or VIWAPA. Communication will be key throughout the project and especially during the startup process to ensure that expectations are clear and concise for all parties involved.

Weekly Status Reports

Weekly status reports are provided to VIWAPA by the DRG field operations manager and include:

- Feeder and substation being worked on.
- Consumer complaints.

Monthly reports of work completed and work in progress include:

- GPS points collected.
- Project schedule update.
- Data delivery schedules.
- Percent work completed per feeder.
- Percent worked total project to date.



DRG works toward an industry standard accuracy rate of 98%. DRG uses mapping grade GPS equipment in the field inventory process. DRG will meet the following location accuracy specifications:

- Trimble GPS stated accuracy is submeter to subfoot.
- Ten to 15 GPS positions are recorded at each location.
- DRG uses Pathfinder Office to post process the GPS data.
- DRG uses a local base station to perform the differential correction on the GPS data.

DRG's office project manager is responsible for the data manipulation and electronic QA/QC procedures. GPS Technicians upload files and data nightly for the office project manager to run validations and differentially correct the GPS files. See a sample status report on page 12.

Data Delivery Processes

After the information has been collected in the field and processed in DRG's office in Alpharetta, Georgia, it will be delivered directly to Symbiosa in the Windmil Map GIS Format. DRG will perform the data delivery on a substation basis. DRG recommends conference calls on a scheduled or as needed basis during the project. The dialog established early in the project is critical for the long-term success of this project.



Example Project Schedule Report

The Symbiosa Team uses the reports and graphs below to track various stages of the project. These reports ensure that production is being met and that we are on schedule. These reports will be available to VIWAPA during the project. Updated schedules and productions rates will be provided once the pilot project is completed and full production mode is in place.

	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Month 13	Month 14	Month 15	Month 16
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Verification (Joint Use Distribution)	0	332	664	929	1,194	1,526	1,792	2,057	2,389	2,654	2,920	3,251	3,517	3,782	3,960	
Percentage Complete	0.00%	8.35%	16.76%	23.40%	30.16%	38.64%	46.24%	51.96%	59.32%	67.03%	73.73%	82.11%	88.51%	96.61%	100.00%	
Verification (poles)		7200	14400	21600	28800	36000	43200	50400	57600	64800	72000	79200	86400	93600	100800	108000
Percentage Complete	0.00%	6.67%	13.33%	20.00%	26.67%	33.33%	40.00%	46.67%	53.33%	60.00%	66.67%	73.33%	80.00%	86.67%	93.33%	100.00%

FULL FIELD INVENTORY UNIT PRICE WORK SHEET

Electric Distribution Asset Payment Schedule:				
Deliverable / Service	Pricing			Notes
	Quantity	Price per Feature	Price	
Project Setup and Mobilization			\$200,000	Invoiced Upon Contract Execution.
Pole, Meter and Underground Inventory	110,935	\$25.54	\$2,833,279.90	GPS pole, meter and underground location and collect requested attributes and phasing with connectivity modeling. Only meters that are readily accessible and not located behind locked doors or fences will be captured with GPS and meter information. Project completion in 12 months with no shut down after pilot.
Streetlight Night Audit	16,646	\$8.58	\$142,822.68	Visit streetlight locations during nighttime hours to audit the status of the lights.
Tagging Options				
Pole Tagging (No Equipment)	40,985	\$2.96	\$121,315.60	Price per tag to apply a 1.5" circle 12mil one hole tag on the poles. Tags will be placed in random sequence at an approximately 6 foot high level. Materials to be provided by DRG. DRG is open to discuss optional tagging methods. Pricing includes shipping and handling.
Pole Tagging (With Equipment)	550	\$22.03	\$12,116.50	Price per tag to construct a tag in the field in regards to equipment type and location of the pole. Cost consist of a plastic sleeve holding a maximum of 9, 1" plastic characters. If additional characters are required it will result in additional cost of materials and time to construct and apply. Tags to be applied at an approximate 6 foot high level. Materials to be provided by DRG. DRG is open to discuss optional tagging methods. Pricing includes shipping and handling.
Tagging (Phasing)	809	\$11.22	\$9,076.98	Price per pole that a tag is applied to identify phasing. Tags will be constructed in the field based on phasing with 1' plastic characters in a plastic sleeve. Tags to be applied at an approximate 6 foot high level. Materials to be provided by DRG. DRG is open to discuss optional tagging methods. Pricing includes shipping and handling.
Tagging (AMI Equipment)	583	\$21.26	\$12,394.58	Price per tag to construct a tag in the field in regards to equipment type and location of the pole. Cost consist of a plastic sleeve holding a maximum of 9, 1" plastic characters. If additional characters are required it will result in additional cost of materials and time to construct and apply. Tags to be applied at an approximate 6 foot high level.

				Materials to be provided by DRG. DRG is open to discuss optional tagging methods. Pricing includes shipping and handling.
Tagging (Underground Equipment)	1,451	\$12.11	\$17,571.61	Price per underground device to apply up to 5, 1" adhesive characters to generate a device number. Naming convention can be discussed. Additional characters may result in additional cost for materials and time to apply. Materials to be provided by DRG. DRG is open to discuss optional tagging methods. Pricing includes shipping and handling.
Picture Options				
Picture (Pole/Meter/Underground Device)	110,935	\$1.75	\$194,136.25	Price per picture for each light, meterbase and underground device. Any additional pictures required will result in addition charge at this rate.
Transformer Picture and Transcribe	7,503	\$12.65	\$94,912.95	Price per picture for equipment nameplate and to transcribe information into data. Pictures to be taken at ground level with a high resolution anti-shake camera.
Underground Equipment and Manholes				
Open Underground Enclosures (Dead Front Only)	1,451	\$65.65	\$95,258.15	Price per device to open dead front underground equipment to verify assemblies, connectivity and phasing. DRG is not authorized to physically break the plane of the enclosure during the audit of the device. A non-contact phasing device will be used to verify phasing.
Manholes - Hourly	2,100	\$1,413.45	\$2,968,245.00	Price per hour based on 3 hours per manhole for 700 manholes. This includes the cost of the manhole safety and entrance and traffic control. Price does not include permits or disposal of water pumped from the manhole. Time subject to fluctuate depending on transit between each manhole, setup of traffic control depending on volume and the amount of water each may need to be pumped. Price includes the collection of attributes within the manhole.
Hourly Field Rate				
Hourly Field Rate		\$120.00		Hourly field rate for any review and field collection needing to be captured after initial collection pass (job orders) and any field collection training that may be requested in reference to Addendum No. 3. The amount of job orders may impact the schedule and is requested that per 8 hours applied is assumed as 1 day not to be applied in the event of a penalty due to schedule constraints. Hourly rate also applies in the instance that personnel is asked to be on standby for issues found in the field such as safety hazards.

Symbiosa Project Management and Service fees

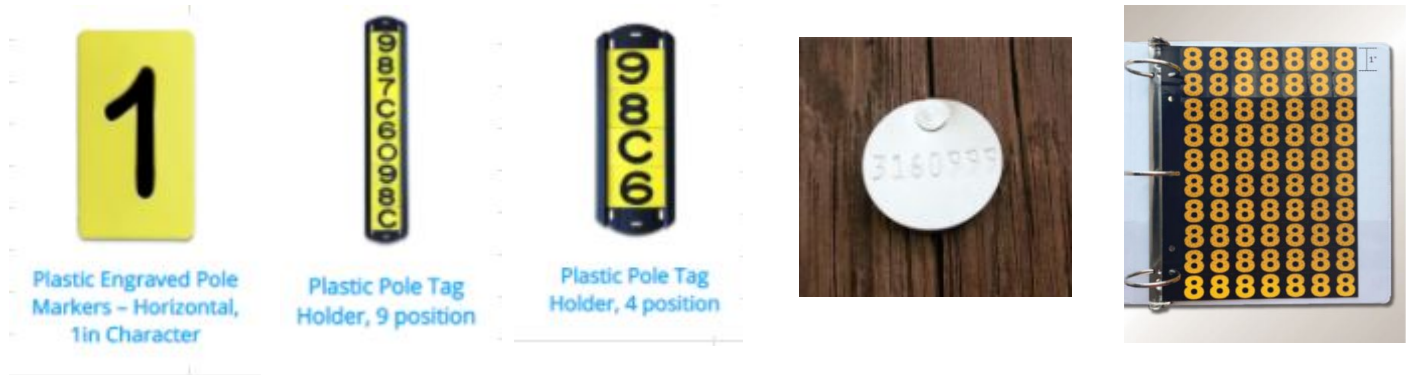
Service	Pricing			Notes
Symbiosa Services	Quantity		Price	
Symbiosa Onsite Project Meetings	As needed / per Occurrence		\$10,000 / Per, Plus Travel Costs	Symbiosa intends to provide remote meetings and training unless travel is absolutely necessary. Onsite meeting will be scheduled with travel on Monday and Friday.
Symbiosa Project Management and GIS Deliverable Consulting	One Time Fixed Cost		\$60,000	Fixed cost to cover Project Management, Delivery Review and Data Loading.
Partner Map Viewer and Staking Configuration.	One Time Fixed Cost		\$40,000	Symbiosa Configure new Partner Map Viewer and Staking to GIS interface to accommodate new WindMilMap GIS data structure provided by field inventory.
Symbiosa Professional Services	Hourly		\$175/hr	Symbiosa Professional Services include but are not limited to the following RFP items: Section 4.7 subsections L, O, Q, R, S and T.
Symbiosa Work Order Posting Services	Hourly		\$125/hr	Symbiosa Work Order Processing and Posting to GIS. Any necessary collaboration with VI WAPA staff to process and complete any work order will be billed at normal Symbiosa Professional Services rate.
Initial Consulting and scope determination of Section 4.7 Addendum 3, Subsection U parts (A and B).	Fixed Cost		\$10,000	This consult is solely to evaluate the viability of completing Section 4.7 subsection U parts (A and B) and scope of work to complete the item. It does not include any actual interface or configuration

Billing and Invoicing Processes

Invoices will be prepared monthly and sent to VIWAPA.

Tagging Clarifications and Options

DRG has provided several Tagging options for VIWAPA. Below are the tag examples.



ADDITIONAL DRG REFERENCES

Below is a list of contacts that have been delivered services similar to those requested by VIWAPA. Following are individual projects selected to demonstrate the capability of Davey Resource Group to provide Field Inventory Services and data delivery in the Windmil Map Format. Additional references can be provided upon request.

Milsoft Clients: These are just a few recently completed Projects.

Client/Utility Name	Client Contact Name	Client Contact Phone Number	Contact e-mail	Software
Beauregard Electric	Bill Cook	(337) 463-6221	Bcook@beci.org	Windmil Map
Dixie Electric, UT	Russell Condie	(435) 673-3297	russsc@dixiepower.com	Windmil Map
Bear Valley Electric, CA	Paul Marconi	(909) 202-9539	Paul.Marconi@bves.com	Windmil Map
Surprise Valley Electric, CA	DJ Northrup	(530) 233-3511	djnsvec@frontier.com	Windmil Map
Three River Electric, MO	Roger Kloeppel	(573) 644-9000	rkloeppel@threeriverselectric.com	Windmil Map
Claverack EC, PA	Steve Allabaugh	(570) 265-2167	stevea@ctenterprises.org	Windmil Map
Consolidated Electric, MO	Dave Null	(573) 581-3630	dnull@consolidated.com	Windmil Map
Callaway Electric, MO	Greg Salmons	(573) 642-3326	gsalmons@callawayelectric.com	Windmil Map

SUCCESSFUL EXPERIENCE AND QUALIFICATION OF STAFF

- Davey Resource Group offers VIWAPA access to several closely related services in the utilities industry. The breadth of allied services offered by Davey Resource Group and The Davey Tree Expert Company is unique to our proposed solution when weighed against the capabilities of most consultant or engineering services firms. This access gives OTP considerable assurances of scalability and flexibility if program demands evolve or increase.
- The inventory project at VIWAPA will assist in improving the infrastructure integrity by capturing all data required to provide a highly accurate ESRI Geometric Connectivity Model. DRG makes a commitment to our customers like VIWAPA to staff projects with full time Davey employees. These employees are ingrained in the Davey Culture and have a strong work ethic and most importantly have a desire to work safe and efficient. DRG as a part of the Davey Tree Expert Company has access to employees from many other divisions in the case of a large-short term project, which most IOU related projects fall into that category.
- DRG has focused on becoming an integrated utility services company that focuses on assisting our utility clients with services covering all aspects of the business, from storm related field services, data collection and systems maintenance (GIS and mapping) to make ready engineering, facilities inspection, process management, construction, and maintenance

An effective project is built on defined job roles held by individuals with specific skills, training and assignments who each understand their roles and where they fit in the overall process. While individuals may specialize, the goal is to provide a career path that allows individuals to assume more responsibility for the overall process as they gain experience. The exact shape of the organization will be determined by the tasks and tools that are employed in the program. For the VIWAPA inventory project, there will be an emphasis on staff with electric distribution background. The team listed below will be the core of the management and operations team that will oversee the goals and production of the VIWAPA Inventory.

KEY PERSONNEL

Symbiosa Project Staff and Experience

Andrew Belvan **President and Project Developer**

Andrew Belvan serves as President and CEO of Symbiosa and holds a Bachelor's Degree from the University of Georgia. He is regularly involved in the technical oversight of developing and directing Symbiosa's projects. He has balanced experience as a utility data executive as well as a technical project manager. He previously served as Executive Vice President of Business Development and Vice President of Operations at Partner Software and was heavily involved in the software product development of the Partner Field Designer and its integration with other GIS and Accounting systems including the Milsoft WindMilMap GIS.

Matt Bauman **V.P. of Technical Services**

Matt Bauman serves as V.P. of Technical Services at Symbiosa and holds a Bachelor's Degree in Geography from Bloomsburg University. Matt has been working under Andrew's technical mentorship for the past 10 years. He was involved in the initial testing and development of the interface between Partner Field Designer and WindMilMap GIS. He is a competent and thorough technician known for his bright serving personality and acute attention to technical details.

Dustin Reagan **Senior Utility Data Professional**

Dustin Reagan serves as a Utility Data Professional at Symbiosa and holds a Master's Degree in Geography from Fort Hays State University. Dustin regularly maintains Electrical GIS on behalf of Symbiosa for multiple utilities throughout the United States. Dustin is distinguished by his work ethic, desire for excellence and extreme attention to the acute details of electrical GIS. Dustin also assists with internal interface testing.

DRG Project Staff and Experience

Project Developer and Client Satisfaction

Tommy Maloney **Senior Project Developer**

Tommy Maloney designs field data collection and engineering projects for DRG's clients in the U.S. He has over 27 years of experience successfully deploying large, technically complex projects throughout the United States. His focus in the utilities industry has been on GIS deployments, comprehensive Field Inventory projects, joint use and attachment audits, and third-party attachment application processes. Tommy holds a bachelor's degree in Planning and Development from University of West Georgia. He lives near Atlanta Georgia. Tommy has consulted with and worked on hundreds of projects over his 27-year career. He has long standing relationships with such companies as Milsoft, Symbiosa, Futura, NISC, RAMTeCH, NAV5 and Partner software. Mr. Maloney also worked for Partner Software in its early beginnings.

Field Operations Key Personnel

Steven Johnston **VP Regional Operations**

With over 31 years of experience in all aspects of asset management services. Steven has successfully managed and coordinated efforts with hundreds of utilities across the country that include, Storm Response Services, Make Ready Engineering, Construction, field data collection and processing services, Steven has direct oversight of Asset Management joint use audit, field inventory / verification, and make ready engineering services provided by DRG throughout the United States. He has additionally designed and implemented projects in South America and Bermuda. Steven received his Bachelor of Science degree in Geography from the University of Georgia in 1989.

Ashley Boyd **Account Manager**

Ashley Boyd operates as the Account Manager for our Field Inventory Service accounts. Ashley has been with the Davey Resource Group for 15 years. In his time with DRG, Ashley has performed fieldwork in meter change-out, joint use and field inventory. His duties included collection, QA/QC, field coordination, field supervision and project management. His most recent work involves managing the full inventory of distribution, transmission and joint use attachments. Ashley earned his A.A.S. in Electrical Engineering Technology at Southeastern Community College before transferring to the University of North Carolina at Charlotte for his B.S. Ashley, also has been responsible for coordinating DRG's response efforts for inventory projects for the last 7 years.

Kenneth Coffelt **Project Manager**

Kenneth Coffelt joined Davey in 2015. Kenneth is a project manager with a variety of work experience, including GPS/GIS field inventories, Utility Safety Inspections, and AMR meter installations, and storm response efforts. His previous clients include Upper Cumberland EMC, Baldwin EMC, Southeastern Electric, and Mount Wheeler Power. Kenneth has more than 15 years of experience in the utility industry. He is a American Red Cross certified Safety Trainer in First Aid, CPR, and AED. Kenneth coordinated the crews and worked with IOU's, municipal and Cooperative clients. Kenneth excels in team management and client communication.

GIS Key Personnel

Clinton McFall **Regional GIS Manager**

Clinton McFall is a Regional GIS Operations Manager at Davey Resource Group Inc. He studied Geographic Information Systems (GIS) & Information Technology (IT) at Kennesaw State University. Prior to graduation, he began his career working in the public sector for a local government organization. As he progressed in his career, he found his calling in leading teams, developing workflows and Enterprise GIS solutions that push the boundaries of the technology and leverage the organization's resources. Clinton has 7 + years of experience in the GIS industry; his specialty is centered around GIS architecture, systems integration, and designing organic workflows that maximize efficiency.

Carla Waldron **Production Manager**

Carla Waldron is a Production Manager at the Davey Resource Group Inc. She has been with DRG for over 22 years and completed her Master's Degree in Geography/GIS at Georgia State University in 2005. Carla's experience includes managing all aspects of asset management projects - specifically for Electric Utilities. Carla's GIS experience includes an extensive knowledge of the ESRI ArcGIS Platform, AutoCad, NISC, ArcFM, Futura and Windmil. In her current role, Carla oversees the planning and tracking of projects from initial project budget, through project award and production to final reconciliation of data and project close out.

Tripp Corbin, GISP**GIS Implementation Manager**

Tripp Corbin serves as the GIS Implementation Manager at the Davey Resource Group Inc. With over 25 years of Surveying, Mapping and GIS experience, he is recognized as an industry expert with a variety of geospatial software packages including Esri, Autodesk and Trimble products. He holds multiple GIS and IT certifications including Microsoft Certified Professional (MCP), GIS Certified Professional (GISP), CompTIA Certified Technical Trainer (CTT+), Esri Certified ArcGIS Desktop Professional and Esri Enterprise System Design Associate. In addition, Tripp has written two books on Esri's latest desktop GIS application ArcGIS Pro, Learning ArcGIS Pro and ArcGIS Pro 2.x Cookbook.

Brandon Lewis**GIS Production Manager**

Brandon Lewis has a diverse background managing complex asset management projects for large scale telecommunications and power distribution companies. His formal education included the study of geographic information systems and information security from Kennesaw State University

SAFETY

The Symbiosa Team is firmly committed to maintaining a safe and healthful working environment. To achieve this goal, we have implemented a comprehensive Safety and Loss Prevention Program. It is designed to prevent workplace accidents, injuries, and illnesses. This Program is an Industry Best Safety program called “The Road to Zero.”

The Company’s goal is attaining Zero accidents through consistent reduction of accident frequency per 10,000 labor hours. DRG’s Safety and Loss Prevention Program is a commitment to ensuring that all employees understand the key role that they play in achieving these objectives. The primary purpose of the program is to ensure the safety and health of our workers, provide a safe and healthful work environment, and protect property from damage.



To ensure the safety of all personnel that will be performing work on the VIWAPA project, DRG will additionally define project specific safety requirements that will assist in meeting this goal. In addition, strict adherence to our Fire Safety Plan will be a critical part of our approach. These values are something that we strive for our employees to not only maintain on the job, but something that is internalized as part of their daily lives.

DRG maintains a complete Safety Manual that can be provided to VIWAPA upon request. (This document is more than 200 pages in length, so addition here was not practical).

Any instance where personnel safety becomes an issue, our HTA (Hard to Access) pole approach will be utilized. In severe cases, VIWAPA may be requested to provide security or personnel to assist in access.

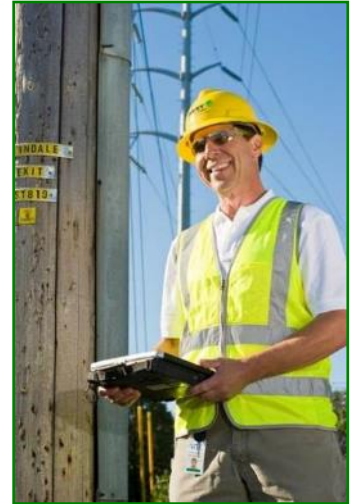
For personnel in remote locations, the team has implemented the following procedures (these safety protocols are in addition to all standard safety protocols):

- Any personnel entering an area of inconsistent communications will coordinate call in/out times with immediate supervisory personnel.
- Supervisors will clearly identify daily all locations that may require these procedures.
- Supervisors will coordinate with VIWAPA staff responsible for each local area to understand any specific safety hazards that may be present.
- Any person not contacted within two hours of identified time will be reported to supervisor for an escalated approach.

Personal Protective Equipment

A key component of preventing incidents is visibility and proper planning. Each employee will be clearly visible and identifiable to the public (**see image at right**). Proper attire is required at all times after exiting the vehicle. This includes full length pants (jeans are not acceptable), boots above the ankle, DRG approved shirt, and proper identification. DRG data technicians will have in his/her possession and wear the following personal protective equipment (PPE):

- **Class III Safety Vest** – While in the field, personnel will wear Class III safety vests any time work is being performed outside of the vehicle. This vest is worn due to the high visibility needed when working in close contact to heavy traffic and approved for use based on ANSI 107-2004.
- **Hard Hat** – While in the field and outside of the vehicle, personnel will wear Company issued hard hat that meets ANSI Z89.1, 2003, TYPE I, Class “E” & “G” standards.
- **Safety Glasses** – While in the field and outside of the vehicle, personnel will wear company supplied eye protection at all times. This eye protection meets OSHA standards for eye safety.
- **Field Employee Communications** – All personnel have cell phones and can be contacted where service allows. When an individual enters a known area that has no reliable communication options, we will use a “call in/call out” procedure, meaning each auditor will touch base with their direct superior upon entry and exit from these areas. Cell phone contact lists will be used as the primary tool for contact during emergencies. The Project Manager has an updated list of these contacts always. Each employee will call their direct Supervisor at the end of every work day upon returning from their respective field location as an added safety measure.



Safety Tailgates

DRG supplies all field personnel with monthly Safety Tailgates which are supplemented with additional Asset Management specific tailgates as needed. These tailgates are held weekly with field personnel as part of the ongoing DRG and OSHA safe work practices and training requirements.

Job Briefings

To avoid accidents on the job site, DRG auditors will plan and communicate with one another. Personnel participate in ongoing job briefings in compliance with DRG and OSHA safe work procedure requirements. Ongoing discussions as part of the job briefing:

- Error precursors observed during field visits.
- Practical steps in job completion.
- Potential on the job hazards.
- Action steps to avert the associated on the job hazards.
- Active encouragement of crewmembers to participate in job briefing.

- Answer all questions thoroughly and be certain that crew members who ask questions understand the answers.

All crewmembers must understand how to complete their part of the job assignment safely. They are not allowed to start a job until supervising personnel are assured this is the case. The term “job briefing” has been introduced in recent years; however, evaluating, planning and communicating have long been part of a DRG coordinator’s responsibilities and daily activities. Job briefing remains one of our primary tools for on the job hazard identification, training and accident prevention.

DRG Defensive Driving

The DRG Defensive Driving Course (DDDC) is a key element of our driver safety education program. The goal of DDDC is to help you to defend yourself on the road, avoid collisions, and adjust driving to unpredictable conditions and, most importantly, how to save your life and lives of others through safe driving. Each driver is trained through the DDDC on a bi-annum basis.

First Aid/CPR

This DRG First Aid Course is designed to provide first aid training specific to the DRG employee. The level of training provided by DRG is intended to meet the requirements set forth by the Occupational Safety and Health Administration (OSHA) and be comparable to standards set by the American Red Cross. All DRG vehicles are equipped with company supplied First Aid kit and 2.5 lbs. ABC fire extinguisher. All field employees are trained in the full DRG First Aid Course every two years and in CPR every year.

Hazardous Materials Training

DRG’s Hazard Communication (HazCom) Standard Training Program is provided to field operations. The Program consists of eight written sessions, a video, and a Session #1 Test. DRG’s HazCom is united with Department of Transportation (DOT) Hazardous Materials Law HM-126F to form a HazCom and HazMat compliance package. To achieve compliance, employees are educated in the components of the Occupational Safety and Health Administration (OSHA) standard and trained in safe hazardous materials usage, handling, and transport. Each employee is certified as being trained in HazCom and HazMat by a valid and certified Instructor/Trainer. DRG’s monthly Safety Tailgates provide continuing education and training under the OSHA standard. All field employees are trained in the HazCom program on a two- year basis.

Electric/Communication Distribution Identification

Each DRG field technician is trained in the identification of electrical and communication distribution equipment in the classroom and field environments. Each DRG field technician is trained in the identification of electrical distribution hazards as well as minimum approach distances. Stray Voltage training is also provided, to ensure that contact with unnecessary facilities are avoided, unless strictly described by the scope of work.

Vehicle Inspection

Each DRG driver inspects his vehicle daily before its first use and the vehicle surroundings before movement (after being parked).

Temporary Traffic Control

Each DRG field technician when parking a vehicle will use at a minimum the 3-cone taper traffic control system.

Company Attire and Vehicles

The team outfits its field staff with the best tools to perform the work at the highest level and work as safely as possible. Below is an example of Symbiosa Team company vehicle.

Report Dangerous/Hazardous Field Conditions Patrol Inspection

DRG will report observed dangerous/hazardous field conditions to VIWAPA. “Urgent” field conditions are those occurrences where equipment or structures are broken or negatively impacted by an outside force (e.g., tree limb on conductor, broken crossarm, wire down, wire laying on a crossarm) DRG is providing an option to perform Patrol Inspections on this project as outlined in the RFP.

When an “urgent” field condition is discovered, DRG will:

1. Immediately call the VIWAPA representative and report the problem. All DRG personnel will have the contact information of the VIWAPA representative.
2. Within 24 hours, DRG will submit an “urgent” field condition report to the VIWAPA representative.
3. The “urgent” field condition report will accurately describe the nature of the dangerous condition and precisely identify its location. The report will also state the name of the person who discovered the condition and his contact information.
4. DRG will keep a log of all “urgent” reports submitted to VIWAPA.
5. VIWAPA and DRG will define the “urgent” conditions during project startup. They will include items such as:
 - Large tree limb on primary conductor.
 - Primary conductor off its insulator.
 - Primary conductor laying on crossarm/bracket.
 - Floating conductors.
 - Broken crossarms or braces.



DRG COVID-19 PREPAREDNESS PLAN

There is no higher priority for our company than the safety of our clients, employee- owners, and the communities we serve.

Like most organizations, we have been closely monitoring the evolving situation with COVID-19 and its potential safety impacts. To keep you informed, we wanted to share the steps we have taken in order to ensure the health and safety of those in our care:

- We have activated Davey's Pandemic Preparedness Plan. The Plan provides for preparedness coordination through our COVID-19 Action Team, employee and client communication, infection control measures, and business continuity planning. This includes implementing Davey best practices developed in other emergency response situations such as severe weather events, invasive pest infestations, etc. Davey's COVID-19 Action Team is meeting frequently to assess and address the situation.
- We are actively monitoring developments and following the guidance from local authorities, the Centers for Disease Control (CDC), the World Health Organization (WHO), and other relevant government agencies and health experts.
- We are communicating frequently with all employees on this topic, providing them with guidelines issued by health authorities and links to the latest CDC information. We will continue to inform and update employees as the situation evolves.

In addition, we have taken the following corporate actions at this time:

- We have provided employees with travel guidelines, including restricting non- critical travel and following CDC recommendations with respect to Level 3 Travel Advisory locations.
- We have developed a corporate program to provide employees with additional compensated time off should they become sick or quarantined with COVID-19 or need to care for infected or quarantined family members.

While we do not anticipate any service disruption and have proactively taken steps to prevent it, we believe that transparency is critical during times of uncertainty. As such, we will communicate with you immediately should circumstances change, both directly and via updates to the company website. If you have questions, please contact your Davey representative or contact us at info@davey.com.

Thank you for your trust in Davey. Since 1880, we have weathered many storms, and we are prepared to support our clients, employee-owners and the communities we serve during this outbreak.

Business continuity planning is necessary to ensure that essential business functions can survive a natural disaster, technological failure, human error, or other disruption. Pandemic disease demands a different set of continuity assumptions since it may be widely dispersed geographically and potentially arrives in waves lasting several months at a time.

Pandemic Disease Plan Coordinator

In order to ensure efficient and prompt response to disease issues and their impact at the workplace, Davey has assigned General Counsel (Erika Schoenberger) to function as the Pandemic Disease Coordinator should the Plan be activated. The Coordinator is responsible for, among other things, initiation of Command Staff and ensure the Pandemic Preparedness

Plan, as well as directives by federal, state, and local agencies, including the Center for Disease Control and World Health Organization, are monitored and implemented.

Assumptions

Because pandemic disease may spread rapidly and easily from person to person, our business may be impacted by absenteeism. Similarly, we could be impacted by sub-contractors, vendors and other partners facing the same high absentee rates, potentially limiting our ability to provide essential components to maintain daily operations.

The following are essential/critical components of Davey business that could be impacted and should be addressed as needed. Recognize that a pandemic includes:

- Absenteeism - Employees may not be willing to or able to come to work.
- Healthcare services not being available.
- Schools, churches and other public places having restrictions on gatherings.
- Travel restrictions – impacts on business travel, in-person meetings, and other logistics.
- Essential materials and supplies may be limited due to distribution chains that are affected by the travel restrictions or absentee employees supporting those transportation means.
- Essential services around utilities, food distribution/access and other systems may not be at “normal levels”; access to cash flow could be tight.
- If any, immediate or imminent impacts from financial system volatility.

Effective Internal/Employee Communication Procedure

Communications during a pandemic involves both internal communications and external communications. Internal communication will be provided to employees to educate them about pandemic diseases and measures they can take to be prepared. A specific communications plan will be developed and modified as appropriate for the specific outbreak.

Timely risk communication is critical to inform employees regarding changes in the pandemic status. Davey will form an Action Team made up of at least the below individuals, or an appropriate delegate, to coordinate Davey’s response.

We are committed to provide continuous updates through internal & external communications when a pandemic is imminent:

- Notification to employees of operational changes
- Provide frequent updates about the pandemic status
- Provide advisories and alerts as conditions change
- Ensure vendors and suppliers have available a dedicated communications contact
- Ensure customers have available a dedicated communications contact
- Monitor local, state, and federal pandemic updates

We will use safety alerts, email, and other modes of communication to our employees. The use of the company website also will serve as a portal for sharing information with employees and vendors, as the situation requires.

External Client Communication Procedure

A specific communications plan will be developed and modified as appropriate. As part of that plan, Davey will notify key contacts including both customers and suppliers in the event an outbreak has impacted our ability to perform services. This procedure will include notification to customers and suppliers when operations resume. If an outbreak impacts our

ability to provide services, a customer or regional specific action plan will be developed to coordinate additional resources, communicate to impacted customers, and otherwise manage the impact.

Business Continuity Planning

The following business continuity plan will take effect should Davey experience significant absenteeism or changes in business practices are required so that Davey business operations can be effectively maintained. This includes implementing Davey best practices developed in other emergency response situations such as severe weather events, invasive pest infestations, etc. Davey's Pandemic Action Team is meeting frequently to assess and address the situation.

ACTION TEAM:

President/CEO (Pat Covey)	Directs all aspects of the response
Communications (Sandra Reid, Jennifer Lennox, Scott Hyland)	Creates and releases upon approval from the CEO information to employees, customers, media, and other stakeholders.
Service Line Leadership (Executive Vice Presidents)	Responds to customer concerns, maintains relationships with other outside organizations
Safety Manager (Joe Tommasi)	Monitor and advise Action Team on health agencies, government and other governing bodies' guidance. Ensures the safety of all persons involved with the pandemic

HUMAN RESOURCE SECTION:

Human Resource Administration (Anna Davis)	Initiates and manages ongoing employee and internal administrative issues throughout a pandemic
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LOGISTICS SECTION:

Purchasing/Inventory/Facilities Manager (Craig Holcomb, Molly Senter)	Meets the goods, services, and site needs of the operation during the pandemic
IT Systems Coordinator (Greg Dykes)	Preparations for system stresses, enabling remote operations, and following any disaster recovery plan, as needed.
Coordinator/Legal (Erika Schoenberger)	Organizes and assists with direction for Action Team, provides legal guidance as needed.

FINANCE SECTION:

Finance Section (Joe Paul)	Monitors all expenditures and ensures fiscal resource availability during the pandemic
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Work at Home or Stay at Home Policy

Flexible work policies should be enacted where possible. Employees will be encouraged to stay at home when ill, when having to care for ill family members, or when caring for children when schools are closed, without fear of reprisal. Telecommuting or other work-at-home strategies should be developed where possible. Policies related to leave and other considerations will be reviewed by Action Team, as needed.

Infection Control Measures

Guidelines for infection control are important to clarify the routes of transmission and the ways to interrupt transmission through measures of hygiene. Infection control is an essential component of pandemic management and a component of public health measures. Essential measures include:

- Hand washing and use of hand sanitizers should be encouraged by Davey supervision. As available, hand washing facilities, hand sanitizers, tissues, hand soap and disposable towels will be provided by Davey.
- Employees are encouraged to obtain appropriate immunizations to help avoid disease. Granting time off work to obtain the vaccine will be considered when vaccines become available in the community.
- Travel restrictions – review of health authorities’ guidance and consider limiting non-essential business travel, large group meetings, and conferences. Limiting large or crowded gatherings of personnel if an outbreak or increased level of disease is in progress. –
- Social distancing including work schedule flexibility and decreasing the possibility of contact by limiting large or close contact gatherings should be considered.
- Equipment and/or working surfaces shall be cleaned periodically. Clean all areas that are likely to have frequent hand contact (like doorknobs, faucets, handrails) periodically and when visibly soiled. Work surfaces will also be cleaned frequently using normal cleaning products.

Our employees will be directed to take the following or other guidance as provided by health authorities for infection control measures which may include:

- Avoiding close contact with people who are sick.
- Covering your cough or sneeze with a tissue, then discarding the tissue in the trash.
- Avoiding touching your eyes, nose and mouth.
- Cleaning and disinfecting frequently touched objects and surfaces.
- Staying home when you are sick, except to seek medical care.
- Wash your hands often with soap and water for at least 20 seconds.

Process for Implementing Lessons Learned Following a Pandemic Event

Following a pandemic event, the Pandemic Disease Coordinator will lead a leadership review of the plan to identify learning opportunities and take action to implement any corrective strategies for future events.

Following the event, employees will be trained on health issues of the pertinent disease to include prevention of illness, initial disease symptoms, preventing the spread of the disease, and when it is appropriate to return to work after illness. Disease containment plans and expectations should be shared with employees. Communicating information with non-English speaking employees or those with disabilities must be considered.

EXCEPTIONS AND CLARIFICATIONS

Time Frame

DRG has proposed a 12-month time frame to complete the project. This is due to the mobilization and ramp up and training of the staff to the project site. To manage resources DRG will inventory one Island at a time. This will assist in managing the manhole work and all staff.

Terms of Payment Section 12 Contract.

Symbiosa Team is requesting monthly invoices for services that have been completed. This payment schedule is negotiable however there are a tremendous amount of expenses incurred each month by the fielding contractor.

12-1-A; 12-1-C: This is a unit-based project. Units will fluctuate thus there is no way to have a firm fixed cost. However a firm cost based on the sums of the features provided.

Symbiosa and DRG would prefer Monthly invoices for completed delivered work.

10% retainage would be paid upon Data Acceptance for each month's data delivery and Monthly invoice. No more than 60 days past acceptance period.

Symbiosa would look to add to the contract payment terms, any Invoice not paid in full within 30 days of the Invoice date is subject to a late fee in the amount of 1.5% of the unpaid Invoice balance per month until the invoice is paid in full.

Insurance Requirements

Symbiosa and DRG has taken exception to some of the Insurance requirements listed. Red lines have been provided and are open for Discussion. There are some requirements that do not pertain to this scope of work.

Contract Requirements

Redlines have been provided to the contract. These are open for negotiation.

- **Performance Bond** is Marked as No. Nowhere in the RFP or Contract is there a mention of providing a Performance Bond. Symbiosa Team is assuming that no performance bond is required.
- **General Terms and Conditions:** Symbiosa Team has taken exception to several conditions in the Contract. Those are redlined and open for negotiation.
- **Liquidated Damages:** DRG accepts the Liquidated damages in the Contract. However, section 2.4 of RFP Liquidated damages of \$900/Day penalty is not acceptable. This is typically not applied to services of this nature. We are open to negotiate a more reasonable rate.
- **Insurance Requirements:** Symbiosa Team has taken exception to some of the Insurance requirements that don't pertain to the scope of work required. Those redlines have been provided.

General Exceptions, Clarifications and Statements

Although WindMilMap can house a Z coordinate for elevation in its external tables, neither Partner Software nor Milsoft WindMilMap GIS are natively house Z coordinate data. Z coordinate integration or maintenance is an exception based on limitations of VIWAPA's existing GIS infrastructure.

Symbiosa will validate and review field collected data prior to final delivery to VIWAPA. It will be the sole responsibility of VIWAPA to field check and data that is delivered.

All GIS Software used for VIWAPA GIS infrastructure including ESRI licensing, Partner Software licensing, Milsoft licensing and any other software license required shall be purchased by VIWAPA at their own expense and are excluded.

Any and all IT Services necessary for completion of this project must be provided by VIWAPA at its own expense and are excluded.

Lost data or configurations completed during this project will be rebilled a second time at cost to replace. VIWAPA is expected to provide IT support and backups along with necessary network and hardware/software infrastructure for this project.

Symbiosa would like to clarify that there are two types of accounting/job order interfaces used with the Partner System. The first is a two-way job order interface that exchanges and updates unit and header data between an accounting system and Partner staking jobs. The second type of accounting/job order interface transfers costing data on parts, materials and labor to the Partner System to allow for Detailed Cost Estimates to be generated in the Partner Staking Software. This interface is a one-way interface from accounting to staking. It is our understanding that VI WAPA is considering development of a materials database that associates to its standard construction assemblies. Symbiosa has offered to consult on the viability of developing that interface as part of this proposal. That would be the second type of accounting/job order interface mentioned, a one way interface. This type of interface would allow for the development of a Detailed Cost Estimate that could be generated in Partner Staking for each work order staked.

Any charges or fees arbitrarily charged by Partner Software to Symbiosa or VI WAPA to complete any portion of this project would be at the sole expense of VI WAPA. Symbiosa does not foresee any charges of this nature at this time based on the scope of this proposal, however any fees by Partner Software would not be included in this bid.