

Parking Meter Scope of Work

Cale America, Inc dba Flowbird (Flowbird) has been selected to provide a multispace solution for the City of Rialto (City). Flowbird will install the CWTs efficiently, and on a schedule that will work for the City and Flowbird and most importantly the parking patron. Flowbird commits to the following schedule, as long as a completed PO and PDR is received by 9/01/21.

Project Methodology

Each party shall designate a Project Manager who shall work together to facilitate an efficient delivery of the SOW. The Flowbird Project Manager will be responsible for project planning, scheduling, and issue/risk resolution. Throughout the duration of the project, Flowbird will be utilizing various Flowbird subject matter experts, as necessary. The Flowbird Project Manager will introduce the various team members and their particular role in the project.

City of Rialto will be responsible for identifying and coordinating the resources necessary to meet the project schedule. After initial discussions with the City, Flowbird has assigned various departments to each line item. The specific resource requirements will be itemized during the project kick-off meeting. In addition, the City assigned department will provide assistance and information necessary for the project team to deliverable the best possible solution.

Flowbird's project methodology includes numerous items that are dependent upon the customer meeting certain obligations. Failure to meet those obligations may result in a delay to the project and/or additional fees.

Your direct contact before the PO and PDR is provided will be with Kerry Loomis. After these items are submitted Peter MacDonald will assign an appropriate Project Manager that will be your point of contact until the project is delivered in full. Kerry Loomis will remain your point of contact for all sales and contractual obligations. Direct contract information has been provided outside of this SOW.

The below schedule may be added to, or otherwise edited during negotiations; Flowbird will work with the City of Rialto and create a final schedule that meets the demands of the scope and the needs of the city.

Item	Action	Description	Responsible Party	Anticipated Completion Date
1	Complete PO	PO has been received	Flowbird and the City	September 1
2	PDR- Product Delivery Report	Programming and Hardware Configuration must be approved by City of Rialto (report attached)	City to provide to Flowbird	September 1
3	Credit Card Setup and Testing	City to provide Flowbird with two merchant accounts. One for paystations and one for the app. Testing will take at least two weeks once received.	Flowbird to provide template for information. City Finance to provide to Flowbird for testing.	Before the week of September 20th

4	Site Connectivity Surveys	Site survey with wireless communication testing. The City will designate placement and Flowbird will test for connectivity and solar ability	Public Works and Flowbird Tech.	The week of September 20 th
5	Initial Program and Testing	Testing of functionality, rates, displays and receipt messaging based on completed MOW with PM.	Flowbird to test before shipping.	The week of 10/4
6	Parking Ordinances	City to set parking ordinances and have council approve with fee schedule for parking fines.	City Attorney to draft for adoption with council approval.	Prior to go live
7	Signage for PARKING on-street ordered	City to order parking signs for enforcement on street per city code.	Flowbird to provide examples. City to procure and install. <i>Cost not included in Flowbird Proposal.</i>	Prior to go live
8	Test Meter	To be installed by Flowbird at a city hall after Council approval for citizens to see and test.	Flowbird to install demo meter at no cost to City.	Date to be TBD by City.
9	Flowbird App Marketing, Signs and or Stickers	Flowbird Marketing to provide Flowbird App Signs and or Stickers.	City to install signs or stickers	Two weeks before going live. Est. October 11 th .
10	Ground Prep Begins	Install concrete bases or drill for lag inserts where applicable and as directed by Flowbird	City to provide ground prep. Kerry to send templates. City Public Works to perform core drilling prior to installation.	Prior to installation.
11	Integration Testing	API setup and testing by third-party technology partners	N/A	N/A

12	Web Office (CWO) Setup	Configure Cale WebOffice (CWO) for meter groups and subgroups for reporting and enforcement zones and create user logins	Flowbird Project Manager to work directly with and Rialto Public Works and Finance Team.	By the week of 9/27
13	Begin Installation	Secure paystations to ground prep and begin testing equipment on site.	Flowbird Project Management Team	Week of 10/20
14	Training	On-site classroom training with hands-on meter maintenance and collection training; back-office training for monitoring, reporting and system management	Flowbird Team	
15	Installation Completed	All meters (9) installed		TBD based on completed work schedule above.
16	Final Testing and Sign-Off	Prior to activation of pay stations and the City will confirm all tariffs (rate patters), display messaging, receipt language and integration functionality, if applicable.	Flowbird and the City	Week of 10/29 and through 10/29
17	Field Testing	Confirmation of all end- user functionality, wireless data communications, data flow and reporting, enforcement and merchant account deposit reconciliations	Flowbird and the City	Week of 10/29
18	Go Live		Flowbird and Rialto (City)	TBD by both parties at a closer date pending items completed items.
19	Punch List Items	Follow up refinements and adjustments to system	Flowbird Project Manager	To be completed after installation.
20	Follow-up Training	WebOffice (CWO) Webinars and On-Site Training	Flowbird	TBD

