



Professional Services Standard Implementation Statement of Work

March 3, 2025

Updated for Dekalb Watershed Management

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1.0 INTRODUCTION

1.1 PROPOSAL PURPOSE

Kahua provides professional consulting services to help our clients maximize their investment in the Kahua solution. Kahua follows the principle that our success is built upon the success of our clients. Kahua would like to take this opportunity to outline the Standard Implementation engagement and scope of work for Dekalb Watershed Management.

2.0 ENGAGEMENT SCOPE

This Standard Implementation Statement of Work (SOW) outlines the recommended activities necessary to implement the Kahua solution leveraging existing out of the box features with minimal configuration. Dekalb Watershed Management wishes to implement Kahua immediately to support future projects.

The following functional areas are available to be implemented with out of the box features:

Kahua Standard License	Kahua Cost Management Suite	Kahua Document Management Suite
<ul style="list-style-type: none"> • Portfolio Management • Calendar • Contact Management • Project Directory • File Manager** • Locations • Properties • Media Manager • Tasks • Messages • Milestones • Project Directory • Dashboarding • Report Manager • Report Writer • Datastore • Kahua Analytics • Snapshot • SSO 	<ul style="list-style-type: none"> • Budgets* • Budget Adjustments* • Budget Changes* • Contracts* • Change Requests* • Change Orders* • Pay Apps* • Purchase Orders* • Purchase Order Change Order* • Invoices* • Issues* • Work Breakdown Structure Additional Applications • Cashflow Forecasting • Sources of Funds • xBE Tracking • Checklists 	<ul style="list-style-type: none"> • Communications • Daily Reports* • Field Observations* • Meetings* • Punch Lists* • RFIs* • Packaged Submittals* • Design Review* • Risk Register*

*Apps with out of the box workflow

**Bluebeam Revu integrates with Kahua but users must have Bluebeam Revu licenses (purchased separately)

Kahua offers best in class workflows for select applications above indicated with an asterisk “*”.

All applications can be configured based on Dekalb Watershed Management’s requirements.

Configuration changes include the ability to:

- Set the App numbering system
- Turn fields on or off (i.e. “Hide fields”)
- Relabel fields
- Modify dropdown list values
- Set default values for document creation

Kahua allows customers to further customize applications provided they have gone through the proper kBuilder training. Customizations include:

- Adding new fields
- Creating workflows
- Significantly altering out of the box workflows
- Integrating with other systems

Customization services are not included in this SOW. These services can be scoped and priced separately.

Scope Breakdown: Standard Implementation

Kickoff
Kickoff and Site Setup <ul style="list-style-type: none"> ▪ Define Roles ▪ Confirm Scope ▪ Confirm Go Live Timeframe ▪ Set Expectations ▪ Review PS Questionnaire ▪ Review Kahua Design Packet Deliverables: <ul style="list-style-type: none"> ▪ Project Kickoff PPT ▪ Configuration Workbook ▪ Implementation Questionnaire ▪ Project Schedule
Domain Configuration
Design: <ul style="list-style-type: none"> ▪ Basic Navigation and site settings ▪ Review OOB functionality for Document Mgmt apps ▪ Review OOB functionality for Cost Mgmt apps ▪ Define user groups that will need access, what applications they will need access to, and what level of permission ▪ Portfolio Management <ul style="list-style-type: none"> • Review how the projects need to be structured in Kahua • How many projects templates will be required <ul style="list-style-type: none"> ▪ File Manager Setup ▪ Milestones Setup ▪ CSI Codes

- Cost Code structure – set up standard activity code structure and cost ledger
 - Define cost approval workflows
 - Define design review process
 - Technical assessment of single sign on enablement
- Configuration
- Build project hierarchy structure
 - Create Project Template(s)
 - File Manager, Cost Codes, Milestones, CSI Codes
 - Perform site setup and in app configuration activities
 - Configure Domain Settings
 - Setup Permissions Groups
 - Cost approval workflows
 - Creation of 2 Portable Views (PDF Rendered View) in Apps of Choice
 - Enable single sign on
 - Enable Kahua analytics
 - Testing against configuration workbook
- Deliverable:
- Meeting minutes and recordings
 - Configuration workbook
 - Portable Views

Data Migration

For the migration effort, Kahua migration resources will be engaged for their technical expertise. Migration resources will work with AECOM / DWM to support the migration. The following tasks will be performed.

Migration Discovery (16 hours of discovery to refine the migration plan and fixed fee price)

- Analysis of SharePoint documents to be migrated into Kahua
- Analysis of Excel files and data to be migrated into Kahua
- Analysis of Oracle ERP data to be migrated into Kahua
- Deliverable: Migration plan, migration schedule, migration fixed fee proposal

Migration (To be scoped and added via change order to this agreement based on Migration Discovery)

- **Phases:**
 - Design
 - Develop migration utilities
 - Pre-Migration testing
 - Migration
 - Review and support post migration
- **Applications (expected volume)**
 - Companies (100)
 - Projects and attributes (178)
 - Schedule (178)
 - Budgets (178)
 - Budget changes (48)
 - Contracts (144)
 - Contract changes (720)
 - Invoices (Pay Requests) (48)
 - Master Contracts (25)

Migration Assumptions:

- Records will not be migrated into Kahua while in active workflow
- Data mapping will be completed and signed off on by the customer prior to starting development
- Kahua is not responsible for the integrity of the data provided for migration

<ul style="list-style-type: none"> Customer is responsible for validating acceptance testing in a test domain prior to migration being run in production
Training
<p>Training</p> <ul style="list-style-type: none"> Train the trainer program (up to 20 per class) <ul style="list-style-type: none"> Twenty hours of training <ul style="list-style-type: none"> If virtual, recommended to be split over 5 classes. Admin Training (virtual training) <ul style="list-style-type: none"> Twelve hours of training <ul style="list-style-type: none"> If virtual, recommended to be split over 3 classes. <p>Deliverables</p> <ul style="list-style-type: none"> Out of Box Quick Reference Guides for Administrative Functions, Basic Navigation, Cost and Document Management Training Agendas
Deployment
<ul style="list-style-type: none"> Go/No-Go Decision Formal Go-Live Comms Invite users to join Kahua / Assign licenses / Assign groups Conduct Go-Live Formal handoff to Support Four hours of hyper-care
Project Management / Optimization
<p>General Project Management (meetings, design review, document updates, etc.)</p> <p>Allocation for system changes based on lessons learned</p>

Kahua Analytics:

The primary objectives of this project are to:

- Provide DWM with a powerful analytics solution embedded within the Kahua platform.
- Deliver ten out-of-the-box Kahua Analytics dashboards

Kahua Analytics

Enable the Kahua Analytics application which offers embedded Power BI dashboarding of the Kahua datastore, providing seamless analytics and reporting capabilities.

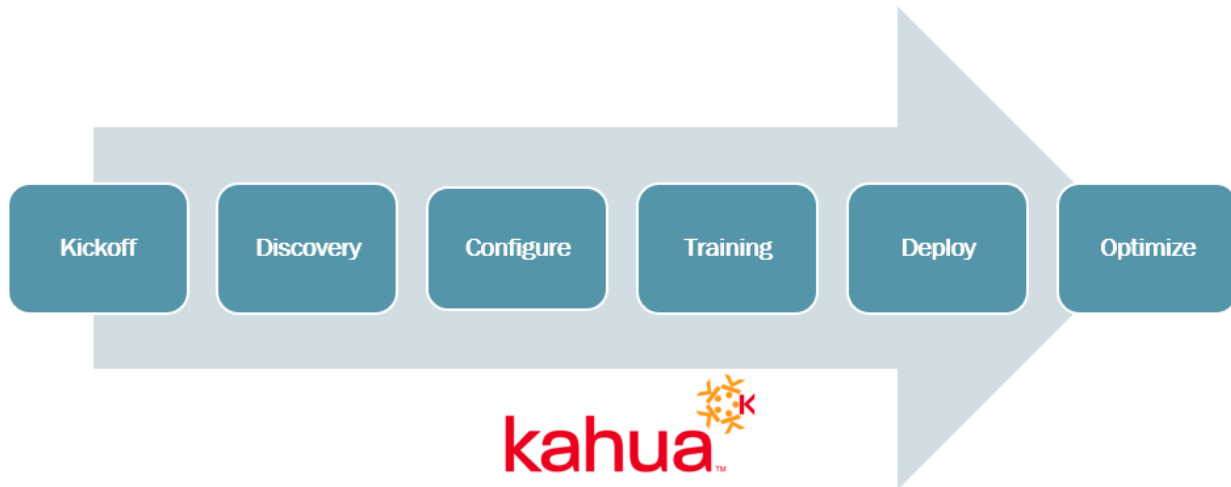
Analytics Dashboards

Standard Best Practice Dashboards: Deliver ten pre-defined Kahua Analytics dashboards that cover key performance metrics and common use cases.

3.0 KAHUA PROJECT MANAGEMENT METHODOLOGY

3.1 IMPLEMENTATION METHODOLOGY

Kahua's proven implementation methodology is a phased approach, which includes Kickoff, Discovery, Domain Configuration, Training, Deployment and Optimization.



Our implementation approach is structured as follows:

3.1.1 STAGE 1 – CLIENT KICKOFF

During the project kickoff, Kahua Professionals will conduct a kickoff meeting with the project stakeholders to:

- Define roles and responsibilities
- Review requirements / SOW
- Goals Exercise and risk assessment
- Review configuration workbook
- Provide the client with the Assessment Questionnaire

3.1.2 STAGE 2 – DISCOVERY

In the Discovery stage, Kahua Professionals will conduct virtual or on-site meetings with DWM to gather design decisions for the final solution based on the original SOW. During these sessions Kahua professionals will discuss DWM's current business processes, evaluate feasibility of requirements, and demonstrate how the out of the box Kahua solution can improve business operations. The information gathered will be used to configure the system. The information gathered includes but is not limited to:

- Required permissions

- Required project hierarchy
- Required project templates
- File Folder structure
- Project milestones
- Cost coding structure
- Cost approval workflows (if required)

Kahua will document and present a final configuration workbook for DWM approval in the next phase.

The intent of these discovery workshops is to determine how out of the box functionality can be leveraged. Any design requests discussed which are deemed not in scope, will either be included in a change order or tabled for post go-live review.

3.1.3A STAGE 3A – DOMAIN CONFIGURATION

The decisions made during the Discovery stage will drive the configuration of the production domain. Once the system has been set up, Kahua Professionals will perform their own validation to make sure all features are working as designed prior to turning over to the client.

Select SMEs will be granted access to perform their own configuration validation to ensure compliance, if desired. Validation criteria will be up to the customer to determine based on their own business process requirements and configuration decisions. A test project will be created for each of the identified SMEs.

At the end of this stage, the customer will provide final signoffs on the Configuration Workbook.

3.1.3B STAGE 3B – CREATE (IN SCOPE PER THE CUSTOMIZATION ALLOWANCE)

The Kahua solution includes a number of standard applications. However, Dekalb Watershed Management will not be limited to using the standard applications in the future. Certified Kahua app developers create applications and application extensions using Kahua's kBuilder. The kBuilder allows Kahua Professionals to build applications, and to modify standard Kahua applications to facilitate Dekalb Watershed Management's required business processes. Apps are selected and/or designed from the end user's perspective regarding ease of use, but also with the ultimate requirement for robust reporting and the data lifecycle continuum.

3.1.4 STAGE 4 – TRAINING

During this stage, a Testing and Training partition will be configured in the project hierarchy structure to accommodate and keep this data separate from future live projects. Select Dekalb Watershed Management SMEs will be granted access to perform their own user

acceptance testing to ensure compliance, if desired. Acceptance criteria will be up to the customer to determine based on their own business process requirements. A testing project will be created for each of the identified testers to perform their acceptance testing against customer business requirements.

Kahua provides a customized and comprehensive training plan designed to educate users on the Kahua Standard features, Kahua Document and Cost Management Apps, and new Dekalb Watershed Management standard processes. Instructor-led training classes are typically organized by role. Class sizes are typically limited to 20 or fewer students, providing hands-on access to the application and direct one on one access to the trainer. Blended approaches to training may be necessary depending on when potential users are identified and added to the system. Given the volume of end users, a “Train-the Trainer” approach will be employed for this implementation. Custom training options are available and can be utilized, as needed, to reach your goals.

During this stage, Kahua Professionals will also begin developing the training materials required for the Adoption stage. These training tools can include but are not limited to:

- Training Curriculum / Agenda
- Quick Reference Guides (Out of Box unless Explicitly outlined in Scope)

3.1.5 STAGE 5 – DEPLOY

During the Deployment stage, Kahua will hold a Go/No-Go decision with the customer post training. Following a “Go” decision, the Kahua solutions consultant will assist the customer in crafting Go-Live end user communications for all users impacted by the Kahua launch. Kahua will schedule a handoff call with the Support team to introduce DWM to Kahua Support and educate them on how to interact with the Support team moving forward. To help the transition post go-live, Kahua will schedule 4 hyper-care sessions to help end users with functionality questions as they begin managing projects in Kahua.

3.1.6 STAGE 6 – OPTIMIZE

The Optimization Stage allows your organization to capitalize on the collaborative capabilities of the Kahua solution through engagement with external parties. Optimization plans include methods to accommodate future functionality and enhancement deployment through process reviews, benchmarking, and additional training and support programs.

The goal of this implementation approach is to ensure long-term success for your organization while providing management with a real time status of our progress along the way.

3.2 ANALYTICS METHODOLOGY

3.2.1 DISCOVERY

Prior to this stage occurring, the Kahua Professional will install and connect dashboards based on the data structure.

As a part of discovery, Kahua Professionals or certified 3rd party Kahua partners will conduct sessions with DWM to review portfolio management parameters for filtering and the data structure of partitions, work breakdown, cost management, etc.

Kahua Analytics Workshop Summary

Key Decisions Made	Key Actions To Complete
<ul style="list-style-type: none"> ✓ Contents of the Kahua Analytics package ✓ Customer & partner role / certification ✓ SLA for Base implementation ✓ Definition of a dashboard ✓ 3rd party data visualization in Kahua Analytics 	<ul style="list-style-type: none"> ✓ Define and build Kahua Base Dashboards ✓ Create Kahua Analytics Guide to technically enable Kahua resources, partners, and customers ✓ Document SOW & implementation activities for Kahua Analytics ✓ Develop Kahua Analytics certification program & content

3.2.2 CONFIGURATION/CREATION

Based on the discovery findings, the Kahua Professionals or certified 3rd party Kahua partners will make configuration changes and/or create new Kahua Analytics dashboards based on the documented requirements.

3.2.3 TESTING

DWM resources will have the opportunity to review and test the Kahua Analytics dashboards in the development environment and provide feedback to the analytics professional based on their findings.

The Kahua Professionals or certified 3rd party Kahua partners will address the testing feedback, update the dashboards, push into the development environment and repeat the testing cycle until given approval by the DWM.

3.2.4 DEPLOY

Once we receive signoff from the customer, the Kahua Analytics solution will be deployed into the production environment.

3.2.5 OPTIMIZE

Once the analytics dashboards are deployed into the production environment, the Kahua Professional or certified 3rd party Kahua partners will conduct a review session of analytics once implemented.

3.3 OUT OF SCOPE MANAGEMENT

Throughout the implementation, customers may make requests that are deemed out of scope.

Out-of-scope requests can include, but not limited to:

- Platform development enhancement request
- Application development enhancement request
- Integration that is not already listed in scope
- Migration of data that is not already listed as in scope

In the event the customer makes an out-of-scope request, it can either be requested via a change order to the contract, or it can be logged as an enhancement request on Kahua's Product Board where it will be reviewed for future functionality.

If the customer elects to go the change order route, the implementation consultant will craft a change order detailing the scope of the change, level of effort and impact to the project schedule.

The customer can elect to log the enhancement request on Kahua's Product Board if it's not regarded as a critical item. From here, the Kahua product team will review the request, along with others submitted by the Kahua community, and determine whether it will be added to our product roadmap. Please note, there are no guarantees these enhancement requests will be added to our product roadmap, nor are there guarantees on delivery timeframe for requests added to the product roadmap.

4.0 RESPONSIBILITIES

4.1 KAHUA'S RESPONSIBILITIES

Kahua is responsible to provide Dekalb Watershed Management with the following:

1. Professional and satisfactory completion of the stated work within the project time.

2. Timely and effective selection of an appropriately skilled consultant to meet the requirements of the project.
3. Kahua will find suitable replacements for any of the technical personnel in cases of prolonged illness or extenuating circumstances.

4.2 DEKALB WATERSHED MANAGEMENT RESPONSIBILITIES

Dekalb Watershed Management is responsible to provide Kahua with the following:

1. Provide Kahua with appropriate access to the software systems, facilities and personnel of the organization.
2. Provide the appropriate evaluation criteria for the project.
3. Provide access to knowledgeable staff that may be required during the assessment phase of the project.
4. Provide access to the appropriate decision-making authority during the process of determining the appropriate evaluation criteria for the project.
5. For onsite meetings, provide a work area for Kahua professionals while on site, that includes Internet connectivity, projector screen or area for projecting a presentation, projector (if available), dry-erase board or flip charts for documentation and training facilities that meet the minimum IT requirement for connectivity per Kahua IT standards.

4.3 GENERAL ASSUMPTIONS

1. The Standard Implementation is designed for out-of-the-box features within Kahua.
2. Kahua has assumed a normal workday is 8-5 pm.
3. Deliverables, Configuration and Project Management activities done offsite are included as billable time unless otherwise stated.
4. Dekalb Watershed Management will provide appropriate resources to conduct customer responsibilities. Any change in resources from the Dekalb Watershed Management team must be communicated and evaluated immediately.
5. Kahua resources will not be dedicated nor full time on the project

6. Application customization is not part of the Standard Implementation and will need to be scoped separately if desired.
7. Kahua will manage this engagement using our proven implementation methodology. Client-directed changes to Kahua's methodology and project management protocols may result in additional fees and project delays.
8. Kahua reserves the right to source this project with Kahua certified third party solutions consultants.
9. This SOW expires 90 days after the document date if not executed by both parties prior.

5.0 CONSTRAINTS AND EXCLUSIONS

5.1 CONSTRAINTS

This engagement will be a highly focused effort that will be limited to the scope identified above and defined as part of the deliverables.

No additional constraints have been defined at this time.

5.2 EXCLUSIONS

The following areas are not included in the scope of this engagement unless defined as a part of your allowances:

1. Integration with systems besides Bluebeam Revu and DocuSign (as built in out of box)
2. Creation of custom applications or portable view (PDF) forms outside of those portable views explicitly listed in scope. Kahua can build custom forms and applications through our kBuilder tool but specific forms have not been identified. The creation of specific forms or apps can be scoped separately for future phases once identified.
3. Custom workflows or adding additional fields. Custom work can be scoped separately.
4. Custom reporting. Custom reporting can be scoped separately.

5. Kahua provides the ability for Dekalb Watershed Management to create custom forms and document templates. The creation of those forms and templates by Kahua is excluded unless explicitly defined in Section 2.0.
6. Kahua Analytics exclusions:
 - Implementation of existing external Power BI reports and dashboards.
 - Analytics on new applications and extensions
 - Development of custom dashboards
 - Pulling in (external) data that requires integration
 - Embedding Analytics anywhere outside of the customer’s domain
 - Printing paginated reports – Power BI is made for screens, not printing
 - Ability for the customers building their own Power BI reports and using Kahua Analytics to consume

6.0 ESTIMATED SCHEDULE

The final implementation schedule will be created after the initial onsite discovery sessions. Projects of this nature can vary depending on phasing, availability of resources, external factors and timely decision-making. Typical Standard Implementations take 60-90 days from kickoff, depending upon scope and assessment requirements. All dates verbally communicated prior to the onsite assessment are estimates and are subject to change. Delivery of the requirements drawn from the allowance bucket will vary depending on the complexity of the requirement.

7.0 CHARGES

Kahua has estimated the work involved to be **\$230,000 – consisting of \$80,000 for one-time services associated with Implementation and Data Discovery, and the remaining \$150,000 to be identified as the “Optimization Allowance thru Term”**. Please see the Kahua quote (dated March 3, 2025) for additional details associated with this Optimization Allowance. This is an estimate based upon Kahua’s current understanding of the project

scope and past experience in executing these types of engagements. Dekalb Watershed Management will be billed on a fixed fee basis for the Standard Implementation and on a time & materials basis for all hours worked for additional services at a rate of \$250/hr.

Dekalb Watershed Management shall reimburse Kahua for all project-related travel. All travel expenses will be invoiced at cost, without markup, and will be documented by Kahua and submitted prior.

If there is a change identified that will affect this project, it will be documented utilizing Kahua’s Project Change Request process. All price changes associated with changes to the Statement of Work will be defined and submitted for acceptance prior to implementation of the changes.

Proposal	Total Costs
Professional Services Implementation	\$76,000.00
Data Migration Discovery (16 hrs)	\$4,000.00
Optimization Allowance Thru Term - allowance distributed based on finding from discovery sessions. Examples: <ul style="list-style-type: none"> • RFI’s workflow updates • Submittals workflow updates • Pay Request workflow updates • Custom reporting 	\$150,000.00
Total Cost	\$230,000.00

Kahua has reviewed the migration requirements and understands DWM will require migrating data from several different sources some of which may not be structured. Kahua suggests DWM complete a Data Migration Discovery. Kahua will work with the DWM team to refine and contract for the migration. Kahua has provided a budgetary range for the migration below.

Proposal	Expected Range
Data Migration (will be refined after assessment meetings and billed at a later time)	\$65,000 - \$150,000

SIGNATURES

An authorized signature below indicates acceptance by Dekalb Watershed Management of this Statement of Work.

Dekalb Watershed Management

Kahua

Signature

Signature

Name

Name

Title

Title

Date

Date