

ATTACHMENT "A"

Automated Water Meter Installation Program Project No. WWKS 106

Project Scope:

CONSULTANT shall perform the scope of services described in the following paragraphs.

OWNER would like to convert the existing water meter system that requires meter readers for billing with new automated meter reading system. OWNER estimates approximately 14,000 meters to install. OWNER will provide the meters and any ancillary equipment such as meter boxes. CONSULTANT will develop bid documents to procure a contractor to install the meters and will perform construction management and resident inspection during installation.

Bid Document Development: CONSULTANT will develop a set of bid documents that will include details about what size, type and location of the new meters along with specifications on the type of meters OWNER will provide. OWNER will supply locations through the GIS mapping system and meter sizes from the OWNERS database.

Bid Phase: For this task CONSULTANT will assist Owner in obtaining bids for the project in accordance with State Bid Law requirements. CONSULTANT will prepare contract documents, assist the Owner in advertising for bids, conduct a pre-bid conference, issue addenda as necessary, attend the bid opening, and prepare a recommendation to award for the Owner as part of this phase. In general services provided during the bid phase will be performed in accordance with the EJCDC Standard Agreement between Owner and Engineer and the requirements of Louisiana Bid Law.

System Network Planning and Coordination: For this task CONSULTANT will assist Owner with identification and acquisition of base station and repeater infrastructure sites and provide coordination and assistance during the installation of equipment.

Construction Administration: Following the acceptance of bids CONSULTANT will provide construction-phase services for the construction of the project, generally in accordance with the services defined EJCDC Standard Agreement between Owner and Engineer. Tasks undertaken during this phase including submittal reviews, evaluation of "or-equal proposals", responses to RFI's, and review of payment applications. CONSULTANT will prepare and provide record drawings to Owner for the project in accordance with the EJCDC Standard Agreement between Owner and Engineer.

Representative(s) to inspect the installation and testing. St Charles Parish will decide how many inspectors are required based on the number of crew utilized by the contractor.

Resident Project Representative: CONSULTANT will use an experienced Resident Inspector on staff that will be available to be onsite for the duration of construction should be Owner request this service. A copy of CONSULTANT's proposed inspector's resume is included as an attachment to CONSULTANT's proposal. The inspector will provide detailed descriptions and photos of construction progress to Owner per Owner's delivery schedule. Resident Inspection Services will be performed per the EJCDC's "Duties, Responsibilities and Limitations of Authority of the Resident Project Representative".

ATTACHMENT “B”

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Project Schedule:

The CONSULTANT shall complete the following phases of the project within the number of days shown after Notices to Proceed. The OWNER proposes to perform the installations over a three-year period with installing approximately 10,000 meters beginning in 2022 and 6,000 meters split between 2023 and 2024.

	<u>Number of Days to Complete</u>
Plan Development	60 days
Bidding and Advertising	30 days
Construction	90 days (each year)