

**Exhibit "A"**  
**Scope of Services - City of Grand Prairie**  
**Commercial Water Meter Replacement Program**

ARTICLE I

**Commercial Water Meter Replacement Program**

**BASIC SERVICES:** FNI shall render the following professional services in connection with the development of the Project:

The project includes evaluating the City's current 3" and larger Commercial Water Meters (~240 meters) and preparing a prioritized replacement program. The project will include site inspection to developed recommendations for the City to establish a recurring replacement program as funds are available.

**Task 1 – Project Management**

- A. Attend Project Kickoff Meeting – Meeting will cover both Pump Station and Elevated Storage.
- B. Provide Administration and Management of the project to include;
  - 1. Monthly One Page Reports including Status of Work, upcoming deliverables summary of outstanding issues and an updated project schedule;
  - 2. Project Manager Reports and Client invoicing;
  - 3. Development and implementation of the Quality Control and Assurance plans;
  - 4. Develop and maintain the project schedule and Action Items and Decisions Made Log;
  - 5. Agenda and meeting minutes for all meetings
  - 6. Develop a Comment Log to be updated with responses to all City comments and each submittals and description of how the comments were addressed or why they were not.

**Task 2 – Commercial Water Meter Risk Based Assessment Tool**

- A. Attend Project Kickoff Meeting - FNI will conduct a kick-off meeting with the City to discuss project goals, scope and schedule. FNI will prepare and deliver meeting minutes documenting the discussion and any action items.
- B. Conduct Workshop with City Staff on Risk Based Assessment Parameters (Workshop #1): FNI will conduct a workshop with City to discuss risk-based renewal prioritization strategies and to define level of service expectations for each delivery point and to select facility outage conditions for modeling. Goals of this workshop are to:
  - 1. Identify condition variables (water meter manufacturer, age, maintenance history, size and vault condition.).
  - 2. Identify criticality variables (capacity provided, customer serviced, meter size and access issues, redundancy, etc.) for each commercial water meter.
  - 3. Identify scoring parameters within each variable.

4. Identify scoring system and relative weight factors of each component.
  5. Review scoring system methodology.
- C. Conduct a site visit to evaluate up to twenty (20) Water Meters, 3" and larger, for the Commercial Meter Replacement Program.
1. Hold a workshop with the City and Compass to ensure Compass understands the city's priorities in for the field assessments. FNI will assist the city as questions arise during the 3<sup>rd</sup> party inspection services.
  2. City (via Compass) will provide personnel to evaluate and score each meter and associated infrastructure, valves, vault, lids, etc.. assessed beyond the initial twenty that FNI will be visiting. No physical testing of any piping, meter or vault is included. During the field visits Compass will record location of meters and will provide to the city for incorporation into GIS files.
  3. The City (via Compass) will compile notes and scoring from facility site visits and develop a condition summary sheet for each facility including photos, data, and condition scoring results. Data entry will be on a tablet or laptop to eliminate the requirement of hand entering field notes into Assessment Tool after the fact.
- D. FNI will characterize historical work order data on commercial water meters by geocoding the incident to the proper water meter in GIS. Categorize cause of each maintenance event into one of the following categories:
1. Meter failure
  2. Supply line failure
  3. Damage by non-city entity
  4. Valve or Joint Issue within meter vault
  5. Routine Maintenance
- E. FNI will evaluate the criticality of the meters by assessing conditions and factors listed in Task 2 Sub-paragraph B and assign a criticality score to each water meter.
- F. FNI will provide the City with 5 copies of a Technical Memorandum summarizing the decisions and assumptions made up to this point regarding the Assessment Tool as well as providing a draft version of the Assessment Tool. The assessment tool will be a Microsoft Access database.

### Task 3 – Replacement Program Prioritization

Upon the completion of Task 1, FNI will perform Task 3 which will include the prioritization of all commercial water meters assessed in Task 2. Task 3 will include:

- A. In consultation with City staff, FNI will develop the prioritization scoring system criteria. Scoring system for the condition of facilities based on the criteria decided upon in Task 2 would be used to prioritize projects. Assign an overall risk score to each water meter.

- B. FNI will conduct a workshop with City Staff to discuss the results of the condition and criticality scoring analysis for water meters.
- C. FNI will assist the City in prioritizing recommended renewal actions for assets with high risk scores. Renewal projects will be prioritized and separated out into groups that can be accomplished annually through a CIP renewal/replacement program.
- D. FNI will develop renewal costs and a capital improvement program. Annual system renewal costs by fiscal year will be calculated and summarized based on the prioritized rehabilitation projects.
- E. FNI will prepare a draft report summarizing the site visits completed by FNI and compiling reports provided by the City (via Compass), methodology, and recommendations from the condition assessment and rehabilitation prioritization and CIP. FNI will provide the draft report in hard copy and electronic PDF format to City for review.
  - a. As part of the report FNI will also offer recommendations for the city to utilize when deciding whether a vault can be rehabilitated as oppose to a full replacement.
- F. FNI will incorporate City comments as appropriate and provide five (5) hard copies of a final report and electronic files in PDF format.
- G. In conjunction with the report, FNI will provide the city with up to six (6) standard meter vault designs to be utilized as City of Grand Prairie Construction standards for future vault replacements. During development of these standard designs, the following will be considered:
  - a. When to require compound meters, What type of meters are allowable,
  - b. Guidelines to follow when exceptions are proposed,
  - c. AMI compatibility, Bypass requirement, are by-pass metered,
  - d. Safety features required for access, sump pumps and accessibility requirements.

## ARTICLE II

**ADDITIONAL SERVICES:** Additional Services to be performed by PROFESSIONAL, if authorized by CITY, for additional fee at the rates indicated in Exhibit B, and which are not included in the above described basic services, are described as follows:

- A. Detailed Design of Meter repairs, rehab or replacement.
- B. Data Entry into Assessment Tool from Field Evaluations performed by 3<sup>rd</sup> Party.
- C. Providing services to investigate existing conditions or facilities, or to make measured drawings thereof, or to verify the accuracy of drawings or other information furnished by CITY.
- D. Providing renderings, model and mock-ups requested by the CITY.
- E. Making revisions to drawings, reports or other documents when such revisions are 1) consistent with approvals or instructions previously given by CITY or 2) due to other causes not solely within the control of PROFESSIONAL.

- F. Investigations involving consideration of operation, maintenance and overhead expenses, and the preparation of rate schedules, earnings and expense statements, feasibility studies, appraisals, evaluations, assessment schedules, and material audits or inventories required for certification of force account construction performed by CITY.
- G. Preparing applications and supporting documents for government grants, loans, or planning advances and providing data for detailed applications.
- H. Preparing data and reports for assistance to CITY in preparation for hearings before regulatory agencies, courts, arbitration panels or any mediator, giving testimony, personally or by deposition, and preparations therefore before any regulatory agency, court, arbitration panel or mediator.
- I. Assisting CITY in claims disputes with Contractor(s).
- J. Performing investigations, studies and analyses of substitutions of equipment and/or materials or deviations from the drawings and specifications.
- K. Assisting CITY in the defense or prosecution of litigation in connection with or in addition to those services contemplated by this Agreement. Such services, if any, shall be furnished by PROFESSIONAL on a fee basis negotiated by the respective parties outside of and in addition to this Agreement.
- L. Performing investigations, studies, and analysis of work proposed by construction contractors to correct defective work.
- M. Design, contract modifications, studies or analysis required to comply with local, State, Federal or other regulatory agencies that become effective after the date of this agreement.
- N. Services required to resolve bid protests or to rebid the projects for any reason.
- O. Any services required as a result of default of the contractor(s) or the failure, for any reason, of the contractor(s) to complete the work within the contract time.
- P. Providing basic or additional services on an accelerated time schedule. The scope of this service include cost for overtime wages of employees and consultants, inefficiencies in work sequence and plotting or reproduction costs directly attributable to an accelerated time schedule directed by the CITY.
- Q. Providing services made necessary because of unforeseen, concealed, or differing site conditions or due to the presence of hazardous substances in any form.
- R. Preparing statements for invoicing or other documentation for billing other than for the standard invoice for services attached to this professional services agreement.
- S. Provide follow-up professional services during Contractor's warranty period.
- T. Preparation of a Nationwide Permit (NWP) Pre-Construction Notification (PCN) for submittal to the USACE.
- U. Conducting an archeological survey along the proposed pipeline alignments.

- V. Formal delineations of potential waters of the U.S.
- W. Preparation of a Preliminary Jurisdictional Determination report.
- X. Conducting a functional or condition assessment (e.g., TXRAM) on waters of the U.S. potentially impacted by the proposed project.
- Y. Preparation of an individual 404 permit application (IP).
- Z. Presence/absence surveys for federally listed threatened/endangered species.
- AA. Application for Texas Parks & Wildlife Department Sand and Gravel Permit.
- BB. Application for General Land Office Easement.
- CC. Consultation with the U.S. Fish and Wildlife Service under Section 7 of the Endangered Species Act.
- DD. Phase I or Phase II Environmental Site Assessment.
- EE. Conducting tree surveys or preparation of tree preservation plans.
- FF. Other environmental services not specifically defined in this scope of services.

### ARTICLE III

**TIME OF COMPLETION:** PROFESSIONAL is authorized to commence work on the Project upon execution of this Agreement and agrees to complete the services in accordance with the following schedule:

See attached schedule

PROFESSIONAL reserves the right to extend the completion schedule due to CITY's delays. Additional compensation may be requested by PROFESSIONAL if project is unduly prolonged due to delays beyond the control of PROFESSIONAL.

### ARTICLE IV

**RESPONSIBILITIES OF CITY:** CITY shall perform the following in a timely manner so as not to delay the services of PROFESSIONAL:

- A. Designate in writing a person to act as CITY's representative with respect to the services to be rendered under this Agreement. Such person shall have contract authority to transmit instructions, receive information, interpret, and define CITY's policies and decisions with respect to PROFESSIONAL's services for the Project.
- B. Provide all criteria and full information as to CITY's requirements for the Project, including design objectives and constraints, space, capacity and performance requirements, flexibility and expand ability, and any budgetary limitations; and furnish copies of all design and construction standards which CITY will require to be included in the drawings and specifications.

- C. Assist PROFESSIONAL by placing at PROFESSIONAL's disposal all available information pertinent to the Project including previous reports and any other data relative to design or construction of the Project.
- D. Provide information on existing utilities as requested by PROFESSIONAL and agreed to by the CITY.
- E. Arrange for access to and make all provisions for PROFESSIONAL to enter upon public and private property as required for PROFESSIONAL to perform services under this Agreement.
- F. Examine all studies, reports, sketches, drawings, specifications, proposals and other documents presented by PROFESSIONAL, obtain advice of an attorney, insurance counselor and other consultants as CITY deems appropriate for such examination and render in writing decisions pertaining thereto within a reasonable time so as not to delay the services of PROFESSIONAL.
- G. Give prompt written notice to PROFESSIONAL whenever CITY observes or otherwise becomes aware of any development that affects the scope or timing of PROFESSIONAL's services.
- H. Furnish, or direct PROFESSIONAL to provide, Additional Services as stipulated in Exhibit A, Article II of this Agreement or other services as required.
- I. Bear all costs incident to compliance with the requirements of this Article.

## EXHIBIT "B"

### COMPENSATION

#### COMPENSATION

Compensation to FNI shall be the lump sum fee of Two Hundred Thousand Dollars (\$200,000.00). If FNI sees the Scope of Services changing so that Additional Services are needed, including but not limited to those services described as Additional Services in Exhibit A, FNI will notify CITY for CITY's approval before proceeding. Additional Services shall be computed based on the Schedule of Charges.

#### Schedule of Charges:

<u>Position</u>	<u>Min</u>	<u>Max</u>
Professional 1	81	128
Professional 2	105	155
Professional 3	134	214
Professional 4	145	253
Professional 5	202	314
Professional 6	212	385
Construction Manager 1	85	169
Construction Manager 2	116	175
Construction Manager 3	165	197
Construction Manager 4	177	266
CAD Technician/Designer 1	64	124
CAD Technician/Designer 2	100	146
CAD Technician/Designer 3	119	193
Corporate Project Support 1	47	113
Corporate Project Support 2	68	159
Corporate Project Support 3	92	249
Intern / Coop	44	75

#### Rates for In-House Services

##### Technology Charge

\$8.50 per hour

##### Bulk Printing and Reproduction

	<u>B&amp;W</u>	<u>Color</u>
Small Format (per copy)	\$0.10	\$0.25
Large Format (per sq. ft.)		
Bond	\$0.25	\$0.75
Glossy / Mylar	\$0.75	\$1.25
Vinyl / Adhesive	\$1.50	\$2.00
Mounting (per sq. ft.)	\$2.00	
Binding (per binding)	\$0.25	

##### Travel

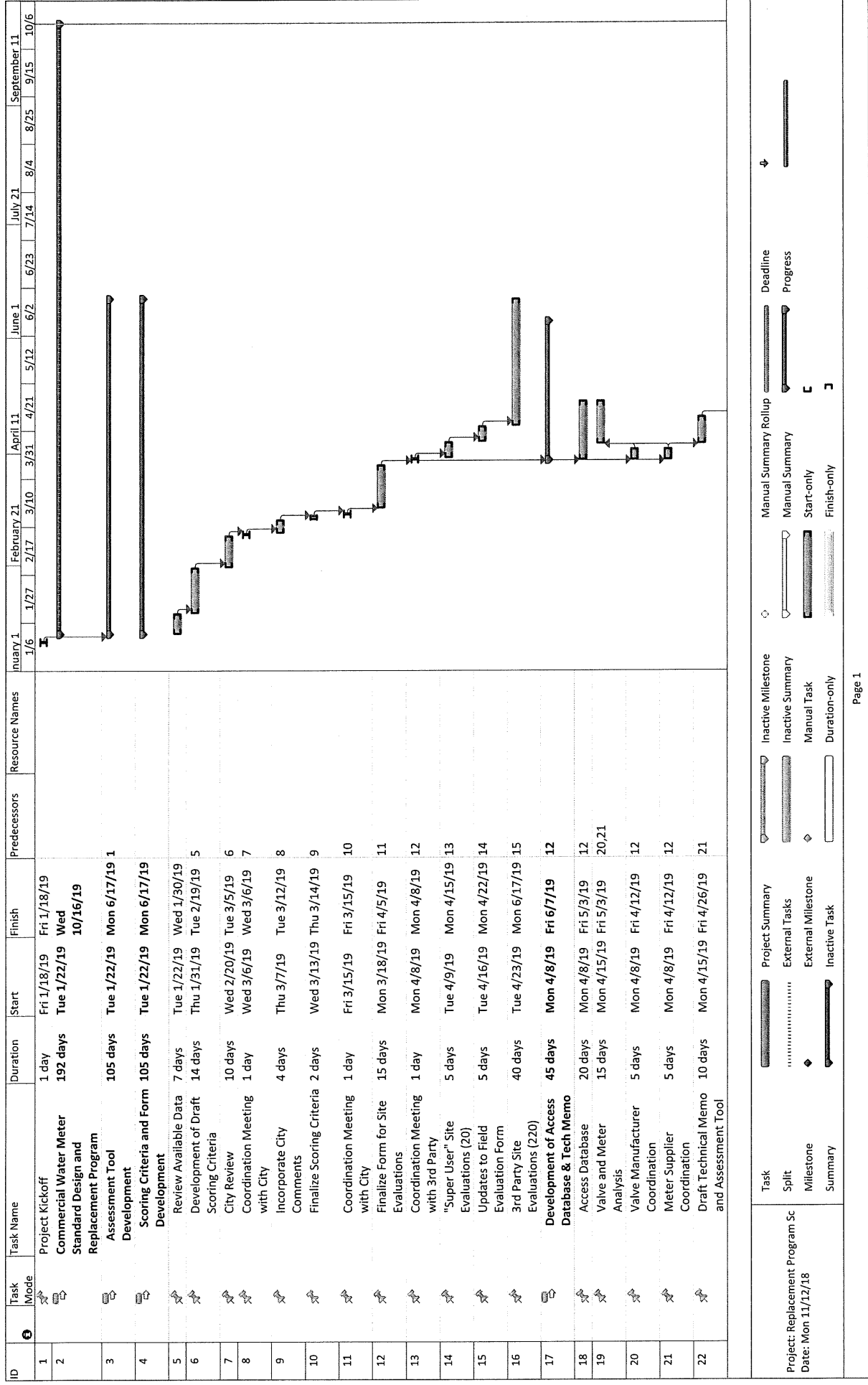
Standard IRS Rates

#### **OTHER DIRECT EXPENSES:**

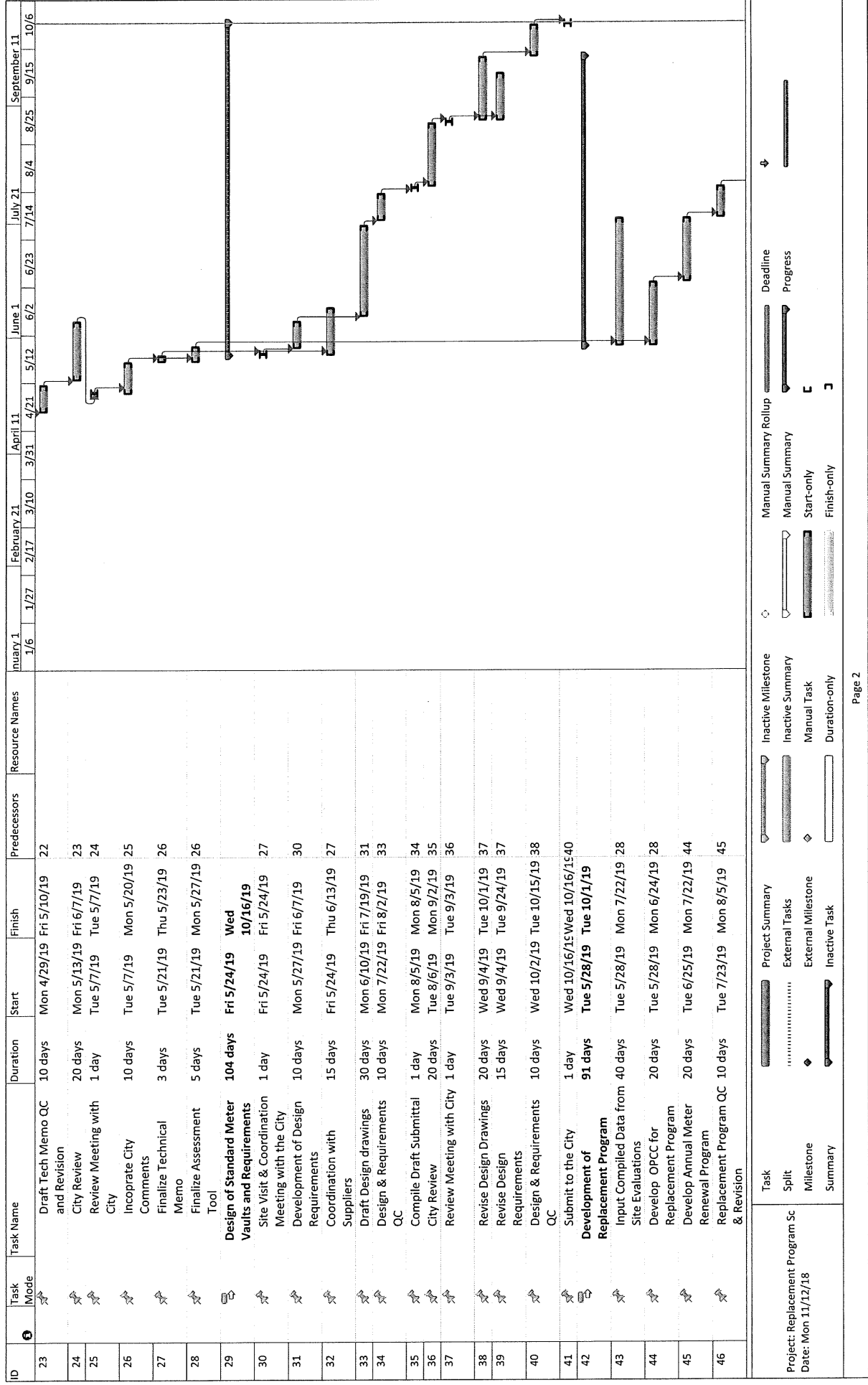
Other direct expenses are reimbursed at actual cost times a multiplier of 1.10. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office and other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members. For Resident Representative services performed by non-FNI employees and CAD services performed in-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

**These ranges and rates will be adjusted annually in February. Last updated February 2018.**

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ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	Resource Names	January 1 1/6	February 21 2/17	March 11 3/10	April 11 4/21	May 1 5/12	June 1 6/2	July 1 7/14	August 1 8/4	September 1 9/15	October 1 10/6
47	✈	City Review	20 days	Tue 8/6/19	Mon 9/2/19	46											
48	✈	Submit Renewal Program to the City	1 day	Tue 9/3/19	Tue 9/3/19	47											
49	✈	Revise Renewal Program based on City Comments	10 days	Wed 9/4/19	Tue 9/17/19	48											
50	✈	Finalize Summary Report & Replacement Program List	10 days	Wed 9/18/19	Tue 10/1/19	49											

Project: Replacement Program Sc Date: Mon 11/12/18	Task Split Milestone Summary	Project Summary External Tasks External Milestone Inactive Task	Inactive Milestone Inactive Summary Manual Task Duration-only	Manual Summary Rollup Manual Summary Start-only Finish-only	Deadline Progress
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