



**EXHIBIT A**

**WORK ORDER NO. 3**

**CITY OF BAY CITY**

**AMI Water Meter Replacement Program  
Project No. 21W09105**

This WORK ORDER (“Work Order”) is made by and between the **City of Bay City** (hereinafter referred to as “Owner”) and **Garver, LLC**, (hereinafter referred to as “Garver”) in accordance with the provisions of the MASTER AGREEMENT FOR PROFESSIONAL SERVICES executed on October 27, 2020 (the “Agreement”).

Under this Work Order, the Owner intends to make the following improvements for **Bay City AMI Water Meter Replacement Bid Assistance**:

Generally, the scope of services generally includes preparation of bid documents and provide bidding services for installation of a new cellular advanced metering infrastructure (AMI) network for the City of Bay City’s water meters. The work also includes providing program management and funding support services as part of the Drinking Water State Revolving Fund projects.

Garver will provide professional services as described herein. Terms not defined herein shall have the meaning assigned to them in the Agreement.

**1. SCOPE OF SERVICES**

1.1. Refer to APPENDIX A – SCOPE OF SERVICES.

**2. PAYMENT**

2.1. The lump sum amount to be paid under this Agreement is \$174,798.00. For informational purposes, a breakdown of Garver’s estimated costs is included in APPENDIX B – FEE SUMMARY.

**3. APPENDICES**

3.1. The following Appendices are attached to and made a part of this Work Order:  
Appendix A – Scope of Services  
Appendix B – Fee Summary



This Work Order may be executed in two (2) or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

The effective date of this Work Order shall be the last date written below.

CITY OF BAY CITY

GARVER, LLC

By: \_\_\_\_\_  
*Signature*

By: *D. Olson*  
*Signature*

Name: Robert K. Nelson  
*Printed Name*

Name: Daniel N. Olson, P.E.  
*Printed Name*

Title: Mayor

Title: Principal

Date: \_\_\_\_\_

Date: 4/1/2021

Attest: \_\_\_\_\_

Attest: *Wade Parks*

# Appendix A

## SCOPE OF SERVICES

### CITY OF BAY CITY AMI Water Meter Replacement Bid Assistance

#### I. General

The City of Bay City ("City") has selected Garver to prepare bid documents and provide bidding services for installation of a new cellular advanced metering infrastructure (AMI) network for the City's water meters. The following scope of services describes the services to be provided.

#### II. Scope of Work

##### A. Task I – Program Management and Funding Support

1. Provide program management assistance to the City for execution of the Drinking Water State Revolving Fund (DWSRF) projects.
  - a. Support the City with project scheduling and budget forecasting.
2. Provide Texas Water Development Board (TWDB) funding support assistance to execute the DWSRF projects.
  - a. Provide and respond to coordination with TWDB, bond counsel, financial advisor, and the City.
  - b. Assist the City with completion of forms and documentation associated with funding.
  - c. Prepare environmental assessment documentation and coordination with TWDB for approval.

##### B. Task II – Prepare Draft Bid Package

1. Prepare Front End Documents (Division 00 & 01)
2. Prepare Technical Specifications. Garver will prepare technical specifications for water meters and water meter box/vault modifications. Construction plans are not anticipated to be required for this project.
3. Prepare Standard Details and Map for Project Manual. The Owner will provide Garver with the number, size, and type of water meters to be replaced as part of the project. The Owner will also estimate the number (or percentage) of meters that will require new meter boxes, meter box relocation to City right-of-way, and/or replacement/upgrade of the curb stops. Garver will prepare an exhibit with the geocoded meter location, based on information provided by the Owner.
4. Provide Quality Control Review of Task I deliverables.

##### C. Task III – Prepare Final Bid Package

1. Review and Address Comments from City. Garver will incorporate comments from the Owner into the Final Bid Documents. Garver will proceed with the Final Bid Documents after the Draft Bid Documents are approved by the Owner in writing.

# Appendix A

2. Prepared conformed bid package for one construction package.
3. Prepare cost opinion.
4. Provide Quality Control Review of Task II deliverables.

## D. Task IV – Bidding Assistance

1. Prepare and submit Advertisement for bids to newspaper(s) for publication as directed by the Owner. Owner will pay advertising costs outside of this contract.
2. Prepare Addenda as needed (assume 2)
3. Prepare for and attend pre-bid meeting.
4. Attend bid opening.
5. Prepare bid tabulation.
6. Evaluate bids and recommend award.
7. Prepare construction contracts.
8. Issue notice to proceed for recommended bidder.
9. Provide Quality Control Review of Task III deliverables

## E. Project Deliverables

1. A PDF copy of the Draft Bid Documents with opinion of probable construction cost.
2. A PDF copy and three hard copies of the Final Bid Documents with opinion of probable construction cost.
3. Electronic files, as requested.

## III. Extra Work

The following items are not included under this agreement but will be considered as extra work:

1. The following testing and investigation services are not included as part of this scope of work.
  - a. Lead and asbestos testing
  - b. Geotechnical investigation
  - c. Archaeological investigation
  - d. Topographic and point surveys
  - e. Property acquisition
2. Submittals or deliverables in addition to those listed herein.
3. Specific plans for replacement or relocation of meter boxes and associated infrastructure at a particular location.
4. Design of any utilities relocation.
5. Preparation of a Storm Water Pollution Prevention Plan (SWPPP).

## Appendix A

6. Environmental Handling and Documentation, including wetlands identification or mitigation plans or other work related to environmentally or historically (culturally) significant items.
7. Coordination with FEMA and preparation/submittal of a CLOMR and/or LOMR.
8. Condition assessments of existing water meters or meter vaults.

## Appendix B

### *City of Bay City, Texas* *AMI Water Meter Replacement*

#### FEE SUMMARY

<b>Basic Services Section</b>	<b>Estimated Fees</b>
Task I - Program Management And Funding Support	\$ 136,920.00
Task II - Prepare Draft Bid Package	\$ 14,398.00
Task III - Prepare Final Bid Package	\$ 9,088.00
Task IV - Bidding Assistance	\$ 14,392.00
<b>Subtotal for Basic Services Section</b>	<b>\$ 174,798.00</b>