



October 1, 2025

RE: PROPOSAL FOR LARGE METER TESTING

Dear Mr. Hansen,

M.E. Simpson Co., Inc. is pleased to present the City of Crest Hill with our proposal for the Large Water Meter Evaluation, Testing, and Calibration Program. We are honored to be considered for this work and are confident our team will help make the project a success.

M.E. Simpson Co., Inc. is a Professional Services Firm dedicated to developing and providing programs and services designed to maximize peak performance for our clients' water distribution systems. Many of these programs are universally recognized as a part of "Best Management Practices" (BMPs) for utilities. We pride ourselves on delivering solid solutions using the highest quality technical and professional services by way of state-of-the-art technology and a skilled and well-trained staff of professionals. Our highly educated engineers and technical team are committed to the success of this project. They will be ready at a moment's notice to relieve your staff's burden and ensure a seamless continuation of your services.

Our services were developed and refined to provide utilities with programs that can be customized to meet their needs. From complete "Turn-Key" services to assisting with the development of "in-house" programs for utilities, M.E. Simpson Co., Inc. serves our clients with this ultimate goal: to deliver to the public the implicit faith that "the water is always safe to drink".

Thank you for your consideration and this opportunity to acquaint you with our Large Water Meter Testing and Calibration Services and offer this response. We are committed to exceeding your expectations.

Sincerely,

Bill Hunt
Regional Manager

Bill Hunt
Regional Manager

3406 Enterprise Avenue
Valparaiso, IN 46383

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SCOPE OF WORK

Large Water Meter Evaluation, Testing and Calibration of Commercial/Industrial Water Meters

The Field Scope of Service is understood to be the following:

M.E. Simpson Co., Inc. will furnish all labor, material, transportation, tools, and equipment necessary to test and calibrate large meters selected by the Utility and complete the work herein specified.

Teams of two (minimum) or more personnel will work on the meter testing program at all times.

- Work in an orderly and safe manner to insure no avoidable accidents occur.
- All Field Staff will wear photo ID badges that are easily seen while in the field.
- Assess all meters listed in the test group. This assessment will include observing water usage on site, as well as observing meter readings to determine if the meter is the correct type and size for its application.
- If meters cannot be tested in place, make recommendations to Utility to correct setting so testing in place can occur.
- Maintain a meter log for all meters to be assessed in the current test group, which will be reviewed by the Project Team during verification of the meter data supplied by the Utility. Corrections and/or updated records will be provided to the Utility (including periodic Utility meter reports).
- Every effort will be made to schedule water customer meter tests during normal working hours. Exceptions to testing times, on a case-by-case basis, will depend on the severity of loss of water service due to the testing procedure. Severe schedule conflicts may require after hour or weekend testing.
- Meters will be tested across a range of flows to determine patterns of mechanical wear at various flow rates. Flow rates used will be a combination of AWWA recommended flow rates (per M-6 manual of the AWWA) and meter manufacturer flow rates.
- Meters will be tested and calibrated to bring them within accepted accuracy limits.
- Some meters need to be removed from their setting(s) for "offsite" testing due to existing plumbing configurations. Efforts will be made to keep the service disruption to a minimum.
- If a water service loss for any period of time is intolerable to the water customer, recommendations will be made to the Utility to include a by-pass around the meter so service disruption will not occur during the testing.
- The equipment used will be described in the "Equipment to be Used" section.
- The Project Team will document all meter testing results and calibrations. Meters requiring extensive calibrations (not worth time and material) or obsolete meters, will be brought to the Meter Superintendent's attention for potential meter change-out by the Utility. The cost

basis for recommending a meter change out(s) will be determined at the kick-off meeting and agreed upon between M.E. Simpson Co. Inc. and the Utility.

- After calibration, the meter shall be tested to conform to test specifications outlined elsewhere in this Specification.
- In its daily report to the Water Department Manager, the Project Team will review the previous day's progress, and outline the meters to be tested that day.
- It may be necessary to conduct parts of the meter-testing program during "off hours" (i.e. nights). This may be required in a building(s) that has a high daily usage, but is closed at night. The Project Team will give 24-hour "notice of intent" to test meters that require after hours or nighttime work. This will allow the Water Utility to plan for area access, and give Police Department (and other Public Works Divisions) notification as to the planned testing activity.
- Calibration parts used will be NSF 61 certified. (All new meter parts available now currently meet this standard.)
- Care will be exercised when water is discharged during testing. Test meter water flow discharge will not be allowed to cause interference with private property, pedestrian or roadway traffic, and will have minimal environmental impact.
- Meters located in confined spaces shall be tested using accepted confined space entry procedures.
- Any valves that fail or break during operation (to isolate the water meter for testing) will be repaired or replaced at the owner's expense. M.E. Simpson Company is not responsible for possible valve failures due to pre-existing conditions during the testing procedure.

Equipment to be Used

The following equipment will be used for meter testing work during the project. All material listed will be on the job site at all times.

1. Sensus test meters with electronic registers, certified accurate by volumetric testing.
2. All tools needed to perform testing "on site" (hand tools, pipe wrenches, etc.)
3. Proper lengths of 2-1/2' fire hose for conducting the testing "on site"
4. Confined Space Entry tripod, winch, fall protection and Gas detector
5. Meter Test Bench at M.E. Simpson Co. shop for volumetric testing of Meters

Quality Control for Large Water Meter Testing

The level of quality control for large meter testing takes in the above considerations and apply them to each large meter setting under evaluation. When a strict methodology and field procedure are followed, the field conditions can be controlled and mitigated to produce test results that are reliable and accurate.

Utility Observations

The M.E. Simpson Co., Inc. Project Team welcomes Utility staff members to observe field procedures while the Meter Testing Program is in progress. Explanation and understanding of the equipment and techniques used for testing large meters may be useful in helping Utility staff members understand how they may use large meter testing to reduce revenue losses for commercial and industrial accounts.

Final Reports, Documentations & Communications

M.E. Simpson Co, Inc. will perform the following:

- Project Team will meet daily with assigned Utility personnel to go over areas of meter testing program for prior workday and plan current day and meter tests.
- The field technicians will be readily available by cellular phone. This will facilitate communications between the Utility and the field technicians. A 24-hour toll-free 800 number is available for direct contact with M.E. Simpson Co., Inc. for emergencies.
- The Project Manager will meet with the Utility regularly for a progress report.
- Maintain a project progression list indicating meters tested and to be tested, contact names, phone numbers, etc.
- Prepare meter reports at the completion of the project, which will include all meter testing reports, listing of new parts installed, and possible mechanical deficiencies that need the attention of the Utility. Recommendations for system maintenance will be a part of this report based on field observations made during the testing program. **This final report shall be made available for submission to the Utility within twenty (20) working days of the completion of the fieldwork.**

Effective communication...
accurate documentation...
Ensuring the success for
the meter testing program

Assumptions & Services Provided by Water Utility

- The Utility will provide all large water meter customer records such as consumption history, phone numbers for appointments, or any additional information that would make the testing of a meter at a location easier to perform. This information shall be regarded as CONFIDENTIAL by M.E. Simpson Co., Inc., and will not be shared with anyone outside of the Utility without consent of the Utility.
- The Utility will assist as necessary to get customer cooperation for the testing program. M.E. Simpson Co., Inc. can assist in composing a letter that the Utility can submit to water customers informing them as to the procedures and benefits of the testing program.
- The Utility will also make available, on a reasonable but periodic basis, certain personnel with a working knowledge of the water system who may be helpful in attempting to locate particularly hard-to-find meters and for general information about the water system.

This individual(s) will not need to assist the Project Team on a full-time basis, but only on an "as needed" basis.

- The Utility will assist, when necessary, in gaining entry into sites that may be difficult to access due to security issues or other concerns.
- The Utility will provide either "Service Firm" or "Utility" ID for meter testing project team to demonstrate authenticity of the personnel performing the large meter testing program.

PROJECT SAFETY PLAN

M.E. Simpson Co., Inc.'s Safety Programs cover all aspects of the work performed by M.E. Simpson Co., Inc. We take great pride in our safety plan/policy/program and that is evident in our EMR scores over the last five years. The safety of our employees, the utilities employees and that of the general public is our #1 priority.

Our Safety Plan/Policy/Program, with all of its parts, is 60 pages in length. In an effort to be more efficient and less wasteful we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our plan/policy/program and we are happy to share its contents. If you would like a PDF copy of our plan/policy/program please contact Terrence Williams, Operations Manager, at 800.255.1521 and a copy of our program will be sent via email to you.

Below is an overview of our plan/policy/program:



Safety is a major part of any project. M.E. Simpson Co., Inc. always provides a safe work environment for its employees. Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control. While in the field on your project, M.E. Simpson Co., Inc. and its employees will follow all of the necessary safety procedures to protect themselves, your staff and the general public.

M.E. Simpson Co., Inc. uses Two-Man Teams for Safety and Quality Assurance.

Therefore M.E. Simpson Co., Inc. adheres to the following:

- The Project Manager and the Field Manager will be trained in accordance with OSHA Standard 1910 (General Industry) and be in possession of an OSHA 10 Hour or 30 Hour Card.
- Any listening points located in a "confined space" such as pit and vault installations that require entry will be treated in accordance with the safety rules regarding **Confined Space Entry, designated by the Utility, The Department of Labor and OSHA.**
 - All personnel are trained and certified in Confined Space Entry & Self-Rescue.
- We will follow all safety rules regarding **First Responder First Aid & CPR, designated by the Utility, The Department of Labor and OSHA.**
 - All personnel are trained and certified in First Responder First Aid & CPR.
- We will follow all **traffic safety rules, designated by the Utility, The Department of Labor, OSHA, and the State Department of Transportation (per MUTCD).**
 - All personnel are trained and certified, by the **AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA)** in Traffic Control and Safety.

Current documentations of safety training and certifications can be provided for all project personnel for the Utility. These certifications are current and up to date for all project personnel.

INVESTMENT

A commitment to improving and maximizing the City of Crest Hills's water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our "Proposal" for a Large Water Meter Evaluation, Testing, and Calibration program for the City of Crest Hill. M.E. Simpson Co., Inc. will perform our large meter testing and calibration services on approximately 77 large water meters within the City of Crest Hill's water distribution system. The services will be completed by testing and calibrating, when necessary, the Village's selected industrial/commercial water meters by one of our two-man teams with all necessary equipment furnished by M.E. Simpson Co., Inc. as described within this document.

	Test	Calibrate/ Post Test
1 ½" through 2" displacement style meters	\$385.00 each	Replace
1 ½" through 2" displacement style meters(Pulled)	\$455.00 each	Replace
1 ½" through 6" compound and turbine style meters	\$455.00 each	\$175.00 each*
8" through 10" compound and turbine style meters	\$525.00 each	\$200.00 each*
2" - 12" Fire Meters and Fire line style meters	\$555.00 each	T&M each**
1 ½" through 12" water meter inspection/recommend (NON-Testable)	\$415.00 each	
<u>Appointment, Client MISSED/NO SHOW/CANCELLATION (under 24 hours)</u>		\$455.00 each
<u>*Parts are NOT included in the Calibration/Post Test Fee</u>		
<u>**Time and Material charges will apply for the calibration of Fire Meters or Fire Line Meters at \$315.00 per hour for a Two-Man team, \$425.00 per hour for a Three-Man team</u>		
Estimated Cost of Meter Testing: (77 Meters)		\$35,035.00
Estimated Cost of Repairs: (10%)		\$1,400.00
Estimated Cost of Meter Testing/Repair Program to Complete:		\$36,435.00

We thank you for this opportunity to acquaint you with our Large Water Meter Evaluation, Testing and Calibration services and offer this proposal. If you have further inquiries or you wish to discuss our service in more detail, do not hesitate to call us.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement, the scope and proposal above for Large Meter Testing & Evaluation, to be executed on _____ 2025/2026.

Owner

City of Crest Hill, IL

By: _____

Name: _____

Title: _____

Service Provider

M.E. Simpson Company, Inc.

By: _____

Name: Michael D. Simpson

Title: Chief Executive Officer

Attest: _____

Name: _____

Title: _____

Attest: _____

Name: Randy Lusk

Title: Regional Manager