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May 4, 2023

Mrs. Janet Sanders
Public Works Director
City of Jackson
101 Court Street
Jackson, MO 63755

**Re: Task Order Proposal to Provide Professional Engineering Services for the
Water Meter Replacement Project for the City of Jackson, MO**

Dear Mrs. Sanders:

As requested, this Task Order is to provide the design of bidding documents for the Water Meter Replacement Project. Bidding, construction, and inspection phase services will not be provided.

The attached Exhibits A (scope of services and detailed fee spreadsheets) defines the assumed scope of work based on our current knowledge of this project. Based on the referenced SCOPE of WORK, we estimate the cost to furnish the items within this scope, not to exceed \$8,200. See the cost breakdown on the following pages.

ENGINEER proposes to complete the work defined herein within 2 months following the City's issuance of the Notice to Proceed.

We appreciate the opportunity to continue to serve the City of Jackson under our existing task order agreement for engineering services. Please call me to discuss any questions regarding our proposed scope or fee proposal.

Respectfully Submitted,

A handwritten signature in blue ink that reads "James E. McCleish".

James E. McCleish, P.E.
Vice President
Practice Leader, Water

A handwritten signature in blue ink that reads "Lisa E. Fennewald".

Lisa Fennewald, P.E.
Project Manager

ATTACHMENT A

WATER METER REPLACEMENT PROJECT LIST OF MAJOR ANTICIPATED TASKS

SCOPE

The Water Meter Replacement Project consists of design services for the preparation of bidding documents to replace approximately 1,000 meters.

- a. City will provide all needed supplies to perform the work, including meter setters, PRV, meter, ERT, antenna adaptor, and meter pit with lid.
- b. No technical equipment specifications will be required.
- c. No bidding, construction, or inspection phase services will be required.
- d. City will provide a database converted to excel that shows property owner name, address, phone number, meter size, and service line material if known.

DESIGN PHASE SERVICES:

1. Revise City's standard meter detail to reflect the addition of the PRV, corp stop, ROW line, owner ship and responsibility of service line. Incorporate this detail into the technical specifications for bidding.
2. Prepare 90% Division 1 specifications and any additional required technical specifications if needed.
3. Prepare 90% Project front end documents and include any City updated information - insurance, etc.
4. Prepare 90% estimate of construction cost estimate.
5. Submit 90% specifications, bidding documents, and cost estimate to City for review.
6. Review 90% complete specifications with the City.
7. Incorporate City Staff review comments and finalize complete construction specifications and bidding documents; then submit completed bidding package to City Staff in preparation for solicitation of construction bids.
8. Administer and manage Design Phase Services, including QA/QC of design.

**CITY OF JACKSON, MO
WATER METER REPLACEMENT PROJECT
ENGINEERING FEE ESTIMATE**

Prepared By: LEF

LABOR:

LABOR:		Labor Classification						
Cost Center	Task No.	Task Description	Task M.H.	Task Cost	Fennewald, Lisa	Peetz, Kent	Dokic, Anis	Mills, Michael
					WP04	WP03	WP11	WP10
DESIGN PHASE SERVICES								
Water	1	Revised City's standard meter detail	6	\$890	1	1		4
Water	2	Prepare 90% Division 1 specifications and any additional required technical specifications if needed.	12	\$1,740	2	2	8	
Water	3	Prepare 90% Project front end documents and include any City updated information - insurance, etc.	10	\$1,340	2		8	
Water	4	Prepare 90% estimate of construction cost estimate.	10	\$1,640	4	2	4	
Water	5	Submit 90% specifications, bidding documents, and cost estimate to City for review.	2	\$310	1		1	
Water	6	Review 90% complete specifications with the City.	1	\$190	1			
Water	7	Incorporate City Staff review comments and finalize complete construction specifications and bidding documents; then submit completed bidding package to City Staff in preparation for solicitation of construction bids.	8	\$1,110	2		4	2
Water	8	Administer and manage Design Phase Services, including QA/QC of design.	4	\$760	4			
Subtotal			53	\$7,980	17	5	25	6
TOTAL ESTIMATE MANHOURS			53		17	5	25	6
TOTAL ESTIMATED LABOR COSTS				\$7,980				

DESIGN EXPENSES:

Item	Unit	Total Cost
Mileage:	0 miles	\$0
Subconsultant:	SAY	\$0
Reproduction & Photocopy:	-- SAY	\$100
Field Equipment Rental Reimbursement:	-- SAY	\$0
Misc. Reimbursable Expenses:	-- SAY	\$50
ESTIMATED TOTAL REIMBURSIBLE EXPENSES:		\$150
MARK UP PERCENTAGE:		0%
ESTIMATED TOTAL EXPENSES:		\$150
TOTAL ESTIMATED NOT-TO EXCEED COST:		\$8,200