

July 18, 2025

Mr. James Gallup, MPPA
City of Jefferson City, City Manager
112 City Center Drive
Jefferson City, Tennessee 37760

RE: Proposal for Engineering Services
TNECD 2024 Infrastructure Planning Grant
Water System Mapping/Modeling, Analysis, and Asset Management Plan

James:

McGill Associates is pleased to submit this proposal for professional engineering services to City of Jefferson City (Owner) related to the assessment of the water system. The City has secured a grant from the Tennessee Department of Economic & Community Development (TNECD) for this work. It is our understanding that this project generally consists of the assessment of the overall distribution system with installation(s) of zone meters and compared to historical and/or recorded data from existing assets, such as pressure reducing valves, water storage tanks, booster pumps, SCADA, hydrants, other interconnections, etc.

Based on the project described herein, McGill Associates proposes the following scope of work:

1. Project Kickoff Meeting – Meet with staff for a project kickoff meeting to meet the team members, review the project plan and approach, and coordinate activity schedules.
2. Distribution System Mapping Review – This task includes meeting with staff (preferably in combination with Item #1) to document any known deficiencies related to water loss based on staff knowledge. During this meeting, hydraulic zones will be identified for initial zone meter installations as well as possible secondary locations (due to possible conflicts).
3. Hydraulic Zone Mapping of Key Assets – After completing the map review in Item #2, McGill will develop a limited system map showing approximate hydraulic zones and critical assets. The purpose of this map will be to track the various deployments of zone meters and field information collected during the project. Additionally, this map will be used to record engineering data collected and existing water usage information from water storage tanks, booster pumps, fire hydrants, blow-offs, large services, and residential usage, where possible. Strategic assets in this step will be recorded with a GPS unit to aid in the overall system evaluation. Additionally, a basic (skeletonized) hydraulic model of the items above will be developed to confirm assumptions and discussions regarding observations and physical operations of the water system. The information of the model will be used in conjunction with field-collected data to better develop a summary of findings and capital improvement recommendations. *Note: the procurement and installation of up to 6 (six) zone meters is included in the funding amount.*
4. Identification of Deficiencies and Capital Improvement Recommendations Following the assessment of existing facilities, a listing of deficiencies will be prepared, along with recommendations for system improvements that will improve the longevity and functionality of the distribution system.

5. Cost Opinions of Proposed Improvements – Preparation of preliminary opinions of probable cost for the recommended improvements, along with maps showing the locations of the proposed improvements.
6. Review Meeting – If requested, attend a meeting to review the findings of the condition assessment with staff.
7. Deliverables – Provide a summary of findings of distribution system infrastructure, including a brief narrative of deficiencies, capital improvements project and associated preliminary opinions of probable cost. The grant deadline for all work to be completed is October 31, 2027 but we intend to complete the work well in advance of this date.

McGill Associates proposes to complete the scope of work described above for a lump sum fee of **\$210,000** in accordance with the grant amount (\$200,000) and local match (\$10,000). We will submit monthly invoices to the Owner based on the percentage of work completed, with payment due within 30 days of receipt of invoice.

Please note that this fee does not include field surveying, system-wide zone metering, any buried utility leak detection, detailed water storage tank or booster station assessments, excavation necessary for observation of buried facilities, water quality or materials sampling, laboratory testing, review of water rates or fees, system modeling, or detailed financial analysis of budgets. These services may be added for an additional fee, if requested.

Sincerely,
MCGILL ASSOCIATES, P.A.



JAMIE CARDEN, PE
Principal/Office Manager


SCOPE OF SERVICES – SUMMARY OF PROFESSIONAL SERVICES

PROJECT: City of Jefferson City – 2024 Infrastructure Planning Grant (for water)
LOCATIONS: Various Locations in service area

ENGINEERING & FIELD WORK **\$ 210,000** [Lump Sum]

Note: TNECD grant of \$200,000 with a match by the City of \$10,000 = \$210,000

This proposal represents the entire understanding between McGill Associates and the City of Jefferson City with respect to this project and may only be modified in writing, signed by both parties. Additional approval will be sought should any other related services be required or requested by changing site, regulatory conditions, or client needs. If you find this scope and fee acceptable, please indicate acceptance by signing and returning one copy for our files.

ACCEPTED	
CITY OF JEFFERSON CITY	McGILL ASSOCIATES, P.A.
BY: _____ (Signature)	BY:  _____ (Signature)
_____ (Print Name/Title)	Jamie Carden, Principal _____ (Print Name/Title)
Date: _____	Date: July 18, 2025