



## Legislation Text

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File #: 2023-175, Version: 1

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**Contract No. 2202956**  
**Professional and Technical Services for Sewer Meter Support**  
**O&M**

Agenda of: May 24, 2023  
Item No.: **2023-175**  
Amount: \$10,760,600.00

**TO:** The Honorable  
Board of Directors  
Great Lakes Water Authority

**FROM:** Suzanne R. Coffey, P.E.  
Chief Executive Officer  
Great Lakes Water Authority

**DATE:** April 28, 2023

**RE: Contract No. 2202956**  
**Professional and Technical Services for Sewer Meter Support**  
**Vendor: Process Control & Instrumentation, LLC**

### MOTION

Upon recommendation of Jody Caldwell, Chief Planning Officer, the Board of Directors (Board) of the Great Lakes Water Authority (GLWA), authorizes the Chief Executive Officer (CEO) to **enter into Contract No. 2202956, "Professional and Technical Services for Sewer Meter Support" with Process Control & Instrumentation, LLC, at a cost not to exceed \$10,760,600.00 for a duration of five (5) years;** and authorizes the CEO to take such other action as may be necessary to accomplish the intent of this vote.

### BACKGROUND

The Systems Analytics, & Meter Operations Group has responsible charge for GLWA's sewer meter network which includes 28 customer metering locations and 17 system metering locations. At these locations, there are a total of 69 meters. Historically, contracts such as this have provided specialized assistance to the organization to perform meter operations, maintenance, inspections, calibrations, regular monitoring of meter performance, new instrument selection, site identification, and other sewer-meter related tasks. These tasks are necessary to ensure good performance of the sewer meter network. Finally, this vendor will be an active participant in GLWA's member outreach program at the

Wastewater Analytics Task Force meetings to answer questions and gather input from customers.

### **JUSTIFICATION**

It is important for GLWA to have a robust and high-quality sewer metering program because data from the meter network is utilized to diagnose the system on an ongoing basis, both internally and externally. Additionally, the data is utilized in a variety of important initiatives such as updates of the sewer shares calculations, wastewater master plan update, modeling for assistance in determining the most prudent wet weather operations, as well as discussions with the Department of Environment, Great Lakes, and Energy related to wet weather operations. Metering in the wastewater collection system is challenging due to the size, configuration, complexity and environmental conditions in sewers. In order to augment GLWA team members expertise, specialized services will be provided under this contract to ensure the most reliable sewer metering network. Additionally, this contract provides GLWA the flexibility to tap into additional specialized resources when emergencies and/or additional metering needs arise. Finally, the sewer meter maintenance program has expanded under this contract to include eight (8) meters at the Water Resource Recovery Facility and four (4) newly installed meters.

### **FINANCIAL PLAN IMPACT**

**Summary:** The budget for the proposed contract with Process Control & Instrumentation, LLC was based on the previous contract period. There are insufficient funds in the current financial plan should this contract be utilized to its maximum value. Should this occur, a budget amendment may be required. First, offsetting other positive variances within the Systems Analytics area, then from other areas, and finally from the unallocated reserves.

**Funding Source:** Operations & Maintenance (O&M) Budget  
Improvement & Extension (I&E) Budget

**Cost Center(s):** Systems Analytics.....Centralized Services Cost Center 886401

**Expense Type:** Contractual Transition Services-All Sewer (616102)  
Contractual Operating Services-All Sewer (617902)  
Capital Outlay over \$5K(I&E Capitalized) (901100)

**Estimated Cost by Year and Related Forecast Variance:** See table below.

<b><u>Fiscal Year</u></b>	<b><u>O&amp;M</u></b>	<b><u>I&amp;E</u></b>	<b><u>Total</u></b>
FY 2024 Budget (Prorated)	\$1,246,350.00	\$ 350,000.00	\$ 1,596,350.00
FY 2025 Financial Plan	1,424,400.00	400,000.00	1,824,400.00
FY 2026 Financial Plan	1,424,400.00	400,000.00	1,824,400.00
FY 2027 Financial Plan	1,451,400.00	400,000.00	1,851,400.00

FY 2028 Financial Plan	1,451,400.00	400,000.00	1,851,400.00
FY 2029 Financial Plan (Prorated)	<u>181,425.00</u>	<u>50,000.00</u>	<u>231,425.00</u>
Financial Plan Forecast	\$7,179,375.00	\$2,000,000.00	\$ 9,179,375.00
Proposed Contract Amount	<u>\$8,810,600.00</u>	<u>\$1,950,000.00</u>	<u>\$10,760,600.00</u>
Variance (positive/ (negative))	(\$1,631,225.00)	\$ 50,000.00	(\$ 1,581,225.00)

### **COMMITTEE REVIEW**

This item was presented to the Operations and Resources Committee at its meeting on May 10, 2023. The Operations and Resources Committee unanimously recommended that the GLWA Board adopt the resolution as presented.

### **SHARED SERVICES IMPACT**

This item does not impact the shared services agreement between GLWA and DWSD.