

SECTION II - SCOPE OF SERVICES

A. Objective

The City of Ann Arbor is seeking proposals from qualified Contractors for the replacement of existing water meters. The City currently has approximately thirty (30) water customer sites requiring mechanical plumbing changes to complete the proposed water meter replacements as the replacement water meters are of a different lay length than the original water meter. The City will provide the replacement water meters and remote reading devices for this project. The contractor will not be responsible for the costs associated with the actual water meter and remote reading device. The total number of water meters included in this scope may increase or decrease during the duration of the project.

Contractor will be responsible for installing the replacement water meter by mechanically fitting replacement water meter of sizes ranging from 2" to 4" into the existing locations. Replacement water meters are not the same lay length as the current water meters, resulting in the need for the mechanical contractor to perform services required to adjust piping and/or other apparatuses as needed to accommodate the replacement meter lay length.

Contractors shall be required to fully manage and implement all aspects of the replacement plan. This shall include complete project management, initial site inspections, scheduling of customer appointments, permitting, obtaining water meters from the City, plumbing reconfiguration, and water meter replacement.

It is the intent of the City to issue a single contract to the selected firm to provide all the necessary services and materials according to the specifications contained herein. The contractor will be responsible for adhering to all requirements of the specifications and for the performance of all sub-contractor(s).

The term of the contract will be through December 31, 2026. It is understood that the submitted hourly rate proposals are to be honored over the term of the contract.

B. Contract Implementation

The City does not guarantee either a minimum volume of work or a specific volume of work under this Contract.

Work shall be completed on a Time and Materials basis using the Fee Proposal Form included as part of the Offeror's proposal. Timely invoicing must include work order information and materials list.

The Offeror shall be entitled to a 15% markup on materials, permits Offeror shall be entitled to a 5% markup on subcontractor costs. Back-up documentation for material and equipment costs shall be provided at the request of the City.

C. Requirements

1. Ability to work effectively with the City's staff with respect to any of the water meter replacement services required by the City.
2. Ability to work effectively with other City units and regulatory agencies.
3. The ability to function in a support role to the City. The Contractor's services will be utilized for activities that exceed the staffing level, available equipment or expertise of the City.
4. Ability to provide timely, accurate invoices with the work order level information and materials list attached.

D. General Safety Requirements

The Contractor shall be responsible for ensuring compliance with the most stringent provisions of the applicable statutes and regulations of the Michigan Occupational Safety and Health Act 154 of 1974, the Occupational Safety and Health Act of 1970, and all City of Ann Arbor safety policies. The Contractor shall supply all these requirements to any subcontractor performing work under the contract. Should charges of violation of any of the above be issued to the Contractor in the course of the work, a copy of each charge shall be immediately forwarded to the City along with a plan to correct the violation.

Upon the failure of the Contractor to comply with any of these requirements, the City's Representative shall have the authority to stop any and all operations of the Contractor affected by such failure until such failure is remedied. No part of the time lost due to any such stop orders shall be made subject to a claim or extension of time or increase in compensation.

All materials, equipment, and supplies used for projects under this contract with the City of Ann Arbor must comply fully with all safety requirements as set forth by the Michigan Occupational Safety and Health Act 154 of 1974 and all applicable OSHA Standards.

E. Standard Specifications

All work under this Contract shall be performed in accordance with the City's Standard Specifications in effect. All work under this Contract which is not included in these Standard Specifications, or which is performed using modifications to these Standard Specifications, shall be performed in accordance with the Detailed Specifications provided during the implementation of individual tasks under this Contract. Copies of the Standard Specifications can be downloaded from the following web link.

<https://www.a2gov.org/departments/engineering/Pages/Engineering-and-Contractor-Resources.aspx>