

**SECTION 01010  
SUMMARY OF WORK**

**PART 1 GENERAL**

1.01 WORK COVERED BY CONTRACT DOCUMENTS

- A. It is the intent of this specification to provide for the technical, labor and data services to:

Exchange/replace existing meters of same size and "lay-length" at 1859 service locations including data collection to include verification of meter size, meter serial number, current meter reading, endpoint number and GPS positioning, data collection only at assigned service locations, replace meter boxes as-needed at discretion of utility. Alternate Additive 1 consist of providing technical, labor and data services to exchange/replace existing meters of same size and "lay-length" at 448 service locations including data collection to include verification of meter size, meter serial number, current meter reading, endpoint number and GPS positioning, data collection only at assigned service locations, replace meter boxes as-needed at discretion of utility.

- B. PLEASE NOTE THE MINORITY INCLUSION POLICY ON PAGES 13 AND 78-92 OF THE CONTRACT. THE CONTRACTOR IS REQUIRED TO FOLLOW THE INSTRUCTIONS THEREIN AND SUBMIT VARIOUS FORMS AS DESCRIBED IN THE POLICY.**

1.02 WORK SCOPE

- A. The Scope of Work for the specification shall be as follows:

As coordinated between the City of Tuscaloosa and Contractor, Contractor shall, provide Technical, Labor and Data services to exchange/replace, existing water meters, with provided ( $\leq 1$ " ) water meters of same size and "lay-length" at assigned service locations. Meter boxes may be replaced on as-needed basis at the discretion of the utility.

As coordinated between the City of Tuscaloosa and Contractor, Contractor shall, provide Technical, Labor and Data services for data collection only at assigned service locations to include verification of meter size, meter serial number, current meter reading, endpoint number if applicable and GPS positioning.

City of Tuscaloosa will provide Meters. Contractor will furnish: all labor, tools, and equipment supplemental to the Project Materials and Supplies that shall be supplied by the City as necessary for the proper and satisfactory performance of the Contract Services. Contractor will

provide all Services typically required in the industry for the type of Services contracted and in accordance with the provisions, as applicable.

Removed meters are to be placed in empty meter packaging and returned to the City -designated storage location for disposition by City of Tuscaloosa.

This work shall be coordinated with the City of Tuscaloosa as to not impede the water billing process through "black-out" dates to the installation process during billing cycles.

Contractor shall collect and return daily Work-Order completion data via email to City of Tuscaloosa designated recipients each morning for the previous day's activities in the following format(s):

1. "Export file" - in file format and layout as prescribed by the City or its Billing software provider (i.e. "fixed-width text") for mass daily update of Munis Billing/CIS system. Prior to project start, the Contractor shall provide test Export file/s as needed to assure proper upload into Munis Billing.; and
2. "Daily Work Report" - in MS Excel compatible spreadsheet format (\*.csv, \*.xlsx, etc.) which, in addition to all "Export file" data from the corresponding date, will or may include other pertinent service location info (e.g. - WO#, WO Type, any Ancillary Item#(s) completed, Site audit info, Meter exchange Date/Time, etc.). The format and contents of this report will be approved by the City of Tuscaloosa.

Contractor shall maintain and provide the following items for duration of project.

1. "Interactive Project Work Portal" - in Web based application including capability of collecting pictures (Pre install photos to including curbstop position, meter dial, meter reading and site conditions. Post install photos to including curbstop position, meter dial, meter reading and site conditions), Electronic WO Management System with site tracking (service record, install record, install date& time, statistics, notes), Field Tool Application with built in data validation of inventory serial#, read, GPS, valve position, Automatic processing and posting of meter exchange data to project portal.
2. "Customer Notification" - method for customer notification prior to start of any work activity at assigned locations by means of mailer, door hanger or other adequate means of notification. Notification methods to be approved by City.

3. "Call Center" - staffed to receive customer calls, call login ability available via portal.

4. "Project Manager" - onsite 24/7 for duration of project.

#### 1.03 WORK SCHEDULE

- A. The CONTRACTOR shall furnish a work schedule to the OWNER prior to commencing work.

#### 1.04 QUANTITIES

- A. The quantities listed in this Bid Proposal are for determining the most qualified bidder and in no way represent the quantities for this contract. If the OWNER considers a unit bid price high, the OWNER reserves the right to use other forces for the line item for this Contract. This Contract is to enhance the OWNER's forces and does not give the CONTRACTOR exclusive right to perform the work listed above. This Contract will not eliminate bidding projects with the included line items.

#### 1.05 CONTRACTOR'S USE OF PREMISES

- A. CONTRACTOR shall coordinate use of premises under direction of OWNER.
- B. CONTRACTOR shall assume full responsibility for the protection and safekeeping of products under this Contract, stored on the site.
- C. CONTRACTOR shall move any stored products, under CONTRACTOR's control, which interfere with operations of the OWNER.

#### 1.06 OWNER OCCUPANCY

- A. OWNER will occupy the premises during the entire period of construction for the conduct of its normal operations. Cooperate with OWNER's designated representative in all construction operations to minimize conflict, and to facilitate OWNER usage.

#### 1.07 SUBSTITUTION OF EQUIPMENT AND MATERIALS

- A. In the Specifications, certain equipment and materials are identified by manufacturer in order to establish the quality expected by the OWNER. Material or equipment of equal or better quality may be substituted for those named at the CONTRACTOR's option with the stipulations described below. If this material or equipment is subsequently disapproved, the CONTRACTOR shall resubmit until the material or equipment he proposes is approved. The OWNER and OWNER's designated representative shall be the final authority on equality.

- B. The CONTRACTOR shall identify with his BID any manufacturers intended to be used that are not specifically named in the specification for the particular BID item.
- C. This substitution paragraph does not apply to material or those pieces of equipment identified by a manufacturer followed by the words “to match existing.”
- D. Where material is identified by manufacturer, the first name appearing in the Specifications is the name of the manufacturer whose product is of such quality as expected by the OWNER. The second name is a manufacturer known to produce a material of equal quality. As described above, the CONTRACTOR may choose to install another manufacturer’s material. If the CONTRACTOR chooses to install material other than the first named, any modifications or additional components required to provide a complete and satisfactory installation shall be provided by the CONTRACTOR at no additional expense to the OWNER.

1.08 SITE ACCESS

- A. The CONTRACTOR shall be responsible in removing any fencing, trees, or debris to access project sites. All fencing or vegetation shall be replaced with like material and approved by the OWNER. The OWNER will flag or mark all easements as necessary. Site access shall be considered an incidental cost.

The CONTRACTOR shall be responsible for notifying property owners of work that will affect their property.

1.09 PERSONAL PROTECTION IN WORK ENVIRONMENT

- A. The CONTRACTOR shall be responsible performing tests to check for methane gas and hydrogen sulfide, at a minimum.

**PART 2 PRODUCTS (NOT USED)**

**PART 3 EXECUTION (NOT USED)**

**END OF SECTION**