



HAINES CITY

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CITY MANAGER MEMORANDUM

To: The Honorable Mayor and City Commissioners

Through: James R. Elensky, City Manager

From: Omar DeJesus, CPA, Finance Director

Date: February 1, 2024

Subject: Project Management Consultant Agreement for Mass Meter Changeout Project with We Project

Executive Summary

Approve “piggyback” of the FMPA Agreement for Project Management Services for a mass meter changeout project to We Project awarded through RFP#2022-214.

Introduction

The intent of this item is to request City Commission approval of a contract for a “piggyback” agreement with We Project to provide Project Management Services for the installation of 12,500 Badger water meters from AMR to cellular technology.

Background

The city began installing Badger’s cellular meters in 2019 for all new development. As of today, there are nearly 11,000 meters connected with a 99.7% success rate, providing customers with their consumption data readily available through an application. Additionally, the City has nearly 12,500 classic Badger meters that were installed in 2006 at the end of their life cycle. Reading for the classic meters are obtained through a drive-by, but 3,500 are not functioning properly and require staff to physically go to the meter to obtain the reading. The conversion of the 12,500 meters will enable staff to be more efficient and reduce billing errors by eliminating the manual process of obtaining current readings.

We Project has more than 20 years of experience assisting utilities in meter projects and is familiar with our billing system. Primary responsibilities will include:

- Lead planning, execution and quality control on the changeout of meters
- Responsible for facilitating communication and training campaigns to residents prior, during, and after implementation



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- Act as main point of contact for the installation company
- Monitor and allocate resources to resolve field issues
- Review and provide approval for vendor invoices.
- Assist with billing system cleanup

Organizational Goal(s)

Infrastructure: Maintain, protect and design infrastructure that ensures a desired level of service and provides for future needs.

Budget Impact

The total budget impact is \$318,432 and budgeted in the Utility department under the capital outlay master meter swap project. This project is expected to commence in fiscal year 2024 and carryforward into fiscal year 2025.

Recommendation

Staff recommends the approval of a contract for a “piggyback” agreement with We Project to provide Project Management Services for the installation of 12,500 Badger water meters from AMR to cellular technology.