



PROPOSAL

PROJECT TITLE	Badger AMI Deployment Project		
CUSTOMER NAME	City of Haines City	CUSTOMER CONTACT	Andrea Pratt, Deputy Finance Director
AUTHOR	Silvia Rodriguez, PMP	DATE SUBMITTED	January 22, 2024
ESTIMATED DURATION	15 Months	REVISION	3.0
ESTIMATED START DATE	February 15, 2024	ESTIMATED END DATE	May 30, 2025

1.0 SCOPE

This proposal is for Project Management services to support the City of Haines City with their Automated Metering Infrastructure (AMI) Project, utilizing Badger products/existing vendor. Terms & conditions are in accordance with WeProject's Services Agreement with Florida Municipal Power Agency (FMPA), dated January 5, 2023, attached here as reference. If any terms or conditions provided in this proposal conflict with the Services Agreement, the Services Agreement shall control.

WeProject will provide resources, including one experienced Project Manager, to support with the following scope of work:

1. Lead UBS (Utility Billing System) locations clean up, including merging of accounts and locations, to prepare system for AMI deployment activities
 - a. Planning, execution, quality control and closing activities
 - b. Work with and manage Tripleview-ADG throughout this effort
 - c. Create customer communications plan and support incoming calls
 - d. Other activities as may be required to complete clean up work
2. Complete Bacon Analytics Software clean up, as needed
 - a. Triage open issues
 - b. Assign issues and monitor through resolution
 - c. Other activities as may be required to complete clean up work
3. Lead Mass Deployment to complete changeout of Badger water meters from AMR to cellular technology
 - a. Lead contract efforts to onboard an installation company
 - b. Planning, execution, quality control, and closing activities
 - c. Lead marketing and planning activities for 'Cellular Day'
 - d. Lead installation of 12,500 meter changeouts from radio read to cellular technology
 - i. 3,500 meters being manually read due to malfunctioning radio, which may be prioritized to alleviate current field operations and billing activities
 - ii. 9,000 meters that are radio read and currently functioning



- e. Act as the main point of contact for installation company and Badger
- f. Support with work order management system integration to UBS
- g. Validate and import meter changeout files
- h. Validate end-to-end meter installation, commissioning, and provisioning of all meters as they are being installed
- i. Support with validation of changeout data into UBS, allowing billing to continue their activities as seamless as possible
- j. Monitor, triage and allocate resources to resolve field issues, throughout the installation processes
- k. Review and provide approval for vendor invoices
- l. Other activities as may be required to complete mass deployment work

Out-of-Scope Items:

- 1. Administrative tasks internal to the City, requiring access to internal applications.
- 2. Roles, responsibilities, and scope items assigned to vendors, consultants, and/or partners via separate AML contracts.

City Responsibilities:

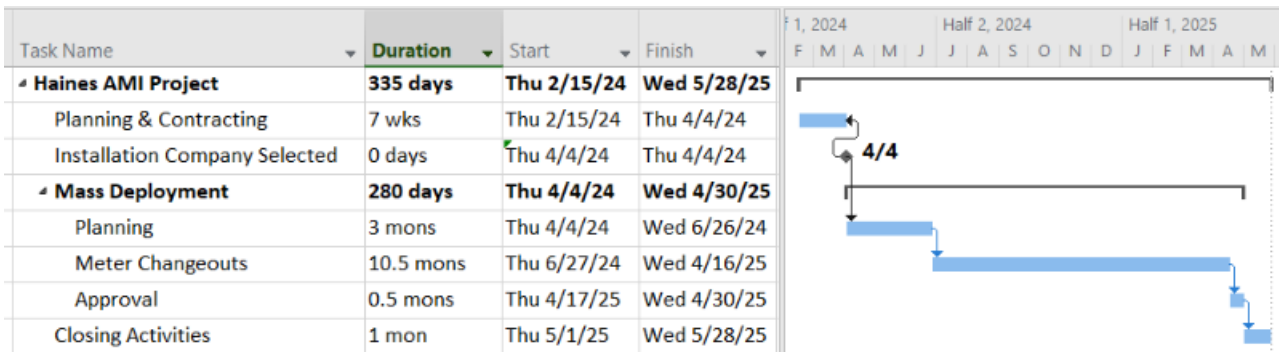
- 1. Integrate the WeProject resources into the City's staff by providing remote access to email, documents, processes, tools, and shared folders.
- 2. Provide access to project resources:
 - o UBS Clean-Up
 - Haines Customer Service agent
 - Haines Billing agent
 - Haines Marketing specialist (can be outsourced)
 - Tripleview-ADG Software Engineer (to automate mass changes)
 - o Beacon Clean-Up
 - Haines Customer Service agent
 - Haines Billing agent
 - Haines Field Technician
 - Badger Software SME
 - o Mass Deployment
 - Haines Customer Service Agent
 - Haines Billing Agent
 - Haines IT Specialist
 - Haines Field Technician
 - Haines Marketing specialist (can be outsourced)
 - Badger:
 - Hardware Engineer/SME
 - Software Engineer/SME
 - Tipleview-ADG Software Developer (for integration work)
 - Installation Company (TBD)



3. Provide access to existing product and process documentation
4. Provide sponsorship and set expectations
5. Support with decisions, escalations, and prioritizations
6. Support with meetings, workshops, and providing venues for onsite work
7. Support with vendor invoices & payments
8. Support with other project related activities, as needed

2.0 TENTATIVE SCHEDULE

Schedule assumes the installation company and City can support 300 installations/week (or 1200 installations/month). See below for reference calculations.



Non-functional Radio	3500
Functional Radio	<u>9000</u>
Total Changeouts	12500

Changeouts/Installer	20
Installers	<u>3</u>
Total Changeouts/Day	60

Time to Completion	
In Days	208
In Weeks	42
In Months	10.5



3.0 PRICE ESTIMATE

Labor Estimate

Deliverable	Hours	Hourly Rate	Price Estimate
UBS Clean-Up	240	\$ 132	\$ 31,680
Beacon Clean-Up	240	\$ 132	\$ 31,680
Mass Deployment (12,500 meters)	1375	\$ 132	\$ 181,500
20% Contingency	371		\$ 48,972
Grand Total	2226		\$ 293,832

Notes:

1. This estimate was calculated utilizing actuals from prior AMI projects of similar complexity.
2. Estimate assumes the AMI project duration is 15-months per the above tentative schedule.
3. The lead Project Manager will pull in junior resources from time to time, to support with daily activities. When this happens, the timesheet will reflect it and a reduced rate of \$90/hr will be applied for said junior resource.

Travel Estimate

	Days	Airfare	Hotel	Car Rental	Parking	Gas	Food	Total
Expenses	3	\$ 1,000	\$ 200	\$ 65	\$ 20	\$ 60	\$ 45	\$ 2,050
Trips								12
Total								\$ 24,600

Notes:

1. WeProject has multiple customers in Florida and will do its best to pair trips to minimize costs to the utility.
2. In cases where it is possible, we will travel by car, which will significantly reduce expenses.

Total Estimate

The total cost for a 15-month project of this complexity is estimated at **\$318,432** inclusive of labor (\$293,832) and travel expenses for up to 12 trips (\$24,600).

Scope changes will be discussed and agreed upon between both parties in writing.



4.0 INVOICING & PAYMENT TERMS

Terms are in accordance with WeProject's Services Agreement with Florida Municipal Power Agency (FMPA), dated January 5, 2023, and are mentioned here for immediate reference.

Monthly invoices will be issued for prior month's work, until the purchase order is exhausted and/or services completed. The City will be invoiced for 'actual' hours worked and will be provided a timesheet as supporting documentation.

Travel expenses are charged at cost plus a 3% administrative fee.

Payment term is **Net 30** days from invoice approval.

5.0 AUTHORIZATION

AUTHORIZATION		
City of Haines City	SIGNATURE	
	PRINTED NAME & TITLE	
	DATE	
WeProject, Inc.	SIGNATURE	
	PRINTED NAME & TITLE	Silvia Rodriguez, CEO
	DATE	

IMPORTANT: Once a contract is in place, we highly encourage the utility to treat WeProject resources as employees, in terms of team integration. What this means is that the utility will provide the WeProject PM & Systems Specialist a town/city email account, such that they can be fully integrated with utility staff. Having a utility account will create an immediate bridge with internal staff and vendors, to help facilitate communications and overall interactions. It is critical for vendor relationships that these resources are not seen as consultants. Furthermore, having a utility email account will also allow all correspondence to be kept within the confines of the town/city, due to public records policies.

This proposal is valid for 30 days from Date Submitted.