



Village of Wellington (Village)  
1100 Wellington Trace  
Wellington, FL 33414

December 18<sup>th</sup>, 2025

Project No. 25-1541

Attention: Mr. Bradley Wolak, P.E., Utilities Business Manager

Reference: Utility General Civil, Water Distribution and Storage and Wastewater Collection  
Engineering Services – Advanced Metering Infrastructure - Meter Replacement  
Construction Phase Services

Dear Mr. Wolak,

The Village of Wellington (Village) is in the process of improving its water utility service to the community through the implementation of an Advanced Metering Infrastructure (AMI) program, under which the existing water meters throughout the Village will be replaced with cellular-enabled meters to provide accurate and continuous readings. The Village has contracted with E Source to provide AMI implementation, planning and program management services, and with RTS Envocore (Contractor) to perform the construction activities associated with the meter replacements. The Village has requested Keshavarz & Associates, Inc. (Consultant) to assist the Village with this effort by providing part-time construction field representation services during Phase 4 of the AMI Implementation; Proof of Concept, Installation and Deployment, outlined within the “Consulting Services for AMI Implementation Planning and Program Management”, prepared by E Source dated September 22, 2025.

More specifically the Consultant’s scope of services associated with the Village’s AMI implementation will be limited to the following tasks:

1. Project Coordination and Meetings – Coordination and correspondence with the Village Utility Department, Contractor and Consultant’s Field Representative throughout the 330-calendar-day construction duration from NTP to final completion. Consultant shall attend the pre-construction meeting and weekly construction meetings. The meetings will be conducted and led by the Village, including preparation of meeting agendas and summaries.
2. Field Representation – Consultant shall provide one (1) field representative to support the Village throughout the meter conversion process on a per-day basis as outlined below:
  - a. Initial Deployment – The Consultant shall provide one (1) full-time field representative for ten (10) consecutive business days during this phase and (1) part-time representative for two (2) days for training purposes.
  - b. Full Deployment – The Consultant shall provide one (1) field representative for three (3) days a week during the first four (4) weeks of full deployment; then for two (2) days a week for the remaining thirty-six (36) weeks of full deployment, a total of 84 days during full deployment.
  - c. Final Completion – The Consultant shall provide field representation services for the 30-calendar-day duration between substantial completion and final completion to participate with the substantial completion walk-trough and verify completion of punch list items. It is assumed that the field services associated with this task will occur within four (4) days.



During the initial deployment stage, the field representative will observe the installation of meter replacements by the Contractor. The Village will provide a tablet for the Consultant's field representative with a GIS Field Map application containing the meters to be replaced for each week. The Consultant will take a photo of each meter replacement with the tablet, confirm the correct meter is installed at the address and report any observed issues with the meter replacement directly on the Field Map application on the tablet. The Consultant will provide weekly field reports to the Village summarizing the number of meters replaced and listing any concerns observed during the installation for the week.

During the full deployment stage, the field representative will be onsite for two to three days per week to observe a limited number of meter replacements, conduct random spot checks of meter previously installed meter replacements, attend weekly construction meetings. The field representative will take photographs of each meter replacement observed during installation or spot checks upload the photos or any concerns to the Field Map application on the tablet. The field representative will available on a full time basis (8-hours) for each day they are assigned to the project and will be able to assist the Village during this timeframe for other construction phase services related to this project, such as, review of contractor submittals, installed quantities, verify repairs are made to meter replacements previously documented, etc.; this 8-hour day will include preparation and issuance of the weekly field reports.

Concerns associated with the condition of the existing meter boxes, plumber's valves (angle stop), or other water service appurtenance will be reported to Village Field Services staff for repair or replacement.

The Consultant's role is limited to construction observations services and will observe the construction activities and quality of the work by the Contractor. The Consultant will document and report the observations through the Field Map application on the tablet provide by the Village and shall provide weekly reports to the Village with general information.

The Consultant will not be responsible for the work of the Contractor or others. The Consultant will not be responsible for construction means, methods, sequences, procedures, schedule, maintenance of traffic plans/operations or safety measures selected by Contractor or others. Consultant will not be present at the construction site during all the course of all the Work by the Contractor. The Consultant will keep in close contact with the Contractor and Village with respect to the project's progress throughout the duration of construction. The Consultant will not be responsible for unacceptable work, or impacts to the project's schedule or sequence of work.



The scope of services stated above shall be performed on an hourly basis in accordance with the Agreement for Professional Consulting Services originally dated September 28<sup>th</sup>, 2021, last renewed through September 27, 2026 reflecting the Consultant's Hourly Rates effective September 2025. It is anticipated that the fees shall not exceed those reflected on the attached Manhour Summary, Exhibit 'B' for a total amount of One Hundred Sixty-Two Thousand Five Hundred Twenty Dollars (\$162,520.00).

**ADDITIONAL SERVICES:** Services authorized by CLIENT, other than those specifically set forth in the "Scope of Services", shall be considered additional services for which CLIENT shall compensate CONSULTANT on a "Time and Expenses" basis or as otherwise agreed by the parties. Additional services include revisions to work previously performed that are required because of a change in the data, criteria, or information furnished to CONSULTANT, a change in the scope or concept of the project initiated by CLIENT, and/or services that are required due to changes in the requirements of public agencies, after work under this Agreement has commenced. CONSULTANT shall request and CLIENT will execute a "Change of Scope Memorandum" before such work is started.

We respectfully request your favorable consideration and look forward to assisting you. Upon approval, kindly provide our office with a Purchase Order as your Notice to Proceed.

Respectfully,  
KESHAVARZ & ASSOCIATES, INC.

Randy Wertepny, P.E.  
Vice President of Engineering

**BUDGET  
MANHOUR SUMMARY**

**Advanced Meter Infrastructure - Meter Replacement Construction Phase Services**

**EXHIBIT "B"**

TASK #	TASK	<i>Principal Engineer/ Project Director (PE)</i>	<i>Sr Project Manager (PE)</i>	<i>Sr Field Representative</i>	<i>Administrator</i>	<i>Total Hours by Subtask</i>	<i>Total Prime Consultant Fees</i>
		\$275.00	\$225.00	\$135.00	\$100.00		
1	Project Coordination & Management throughout 10 months of construction	10	48	20	12	90	\$17,450.00
2a	Initial Deployment (10 days full time plus 2 days of training for field representative)	2	20	100	2	124	\$18,750.00
2b	Full Deployment (84 days full time for field representative)	12	60	700	20	792	\$113,300.00
2c	Final Completion (4 days for field representative and project manager to assist with construction closeout)	4	32	32	4	72	\$13,020.00
<i>TOTAL Hours:</i>		<i>28</i>	<i>160</i>	<i>852</i>	<i>38</i>	<i>1078</i>	
<i>FEE Estimate</i>		<i>\$7,700.00</i>	<i>\$36,000.00</i>	<i>\$115,020.00</i>	<i>\$3,800.00</i>		<b><i>\$162,520.00</i></b>
<i>Prime Consultant Professional Services</i>							<b><i>\$162,520.00</i></b>
<b>TOTAL FEE</b>							<b>\$162,520.00</b>