

MEMORANDUM

To: Village Manager Cara Pavlicek
From: Deputy Public Works Director Matt Morrison
Date: 2024-10-22
Subject: A Resolution Authorizing an Agreement with Veregy, LLC of Phoenix, Arizona for Water Meter Installation and Project Management Services

Overview

The Village of Northbrook conducted a request for qualifications process for project management services for the automated water meter project. Veregy, Inc. was selected in that RFQ process and the Village approved Resolution 2024-R-19 authorizing a letter of intent with the firm for the water meter audit and project development. Now the Village wishes to enter into an agreement with the firm for project management and meter installation services for the Automated Meter Project.

Fiscal Impact

The cost for project management and meter installation services is \$5,722,745 which includes a contingency of \$438,369. This contingency is intended to cover unforeseen work such as additional wire runs to ensure connection of endpoints to the ComEd radio network or replacement of water meter isolation valves. Only those expenses for unforeseen work authorized by the Village will be paid for by the Village and the amount of the contingency not spent will be returned to the Village. Funds for this work will be incurred in Fiscal Years 2024/25 and 2025/26, and will be taken from Water Fund Account 21-4180-702-00. Depending on the timing of the expenditure, a budget amendment may be required for the FY 2024/25 Budget.

Recommendation

Approval.

Background

As part of the Automated Water Meter Project, the Village conducted a Request for Qualifications process for project management services. Through this process, the Village identified Veregy, LLC of Phoenix, Arizona as the most qualified firm. The Village then authorized the execution of a Letter of Intent with Veregy, LLC for an audit of the Village's water meter system and project development services with Resolution 2024-R-19. During that process, Veregy helped identify an accurate accounting of the Village's water meters and sizes of those meters, review and identify the preferred components (i.e. water meters, radio and radio network, software, and customer portal), and identify the pricing for these solutions.

Veregy, LLC has also provided the Village of Northbrook with a scope of work for project management and meter installation services. With this scope of work, Veregy will manage the installation of the meters, schedule appointments for the meter installations, develop and provide project communication services, and, perhaps most importantly, assist the Village with the integration of data amongst the multiple software platforms involved in the project. Veregy has successfully completed this project for similar communities such as Buffalo Grove, Glenview, Lake Zurich, and Palatine.

Staff recommends authorizing the execution of an agreement with Veregy, LLC of Phoenix, Arizona for the provision of project management and meter installation services in conjunction with the automated water meter project.

[A Resolution Authorizing an Agreement with Veregy, LLC of Phoenix, Arizona for Project Management and Meter Installation Services for the Automated Water Meter Project Exhibit A - Contract for Project Management and Meter Install Services..pdf](#)