

## REPORT TO THE BOARD OF MAYOR & ALDERMEN

**DATE:** October 13, 2025

**FROM:** John Fox, Public Utilities Director

**SUBJECT:** Change Order #2 for Water Meter Installation Project

### **INTRODUCTION:**

The purpose of this agenda item is to request approval from the Board of Mayor and Aldermen (BMA) for Change Order No. 2 to the Water Meter Installation Project (TC2024-34). This reconciliation change order reflects the final quantities and work completed under the contract. The project was completed under budget, resulting in a savings of \$51,312.

### **BACKGROUND:**

On May 28, 2024, the Mayor and Board of Aldermen approved a contract with Envocore Utility Services dba RTS Water Solutions, LLC for the replacement of approximately 17,500 manually read meters with new Advanced Metering Infrastructure (AMI) meters. The project also included upgrading 2,013 existing radio-read meters by installing new registers and antennas, converting them to full AMI capability.

A Notice to Proceed was issued on September 23, 2024, with a 10-day mobilization period and an official start date of October 7, 2024. Based on the 180-day contract period, the original substantial completion date was April 13, 2025. On July 14, 2025, the BMA approved Change Order No. 1, which extended the contract period by 96 days. The project reached substantial completion on August 21, 2025, and a Certificate of Substantial Completion was issued on September 5, 2025.

### **DISCUSSION:**

The original bid pricing for the Water Meter Installation Project was based on estimated quantities. Upon completion of the work, the actual installed quantities were less than projected, resulting in a lower final contract amount. This reconciliation change order reflects the adjustment, reducing the overall contract by \$51,312.63. A copy of Change Order No. 2 is attached for reference.

### **BUDGET IMPACT:**

If approved this change order will result in a reduction of the total contract amount by \$51,312.63.

### **ATTACHMENTS:**

[TC2024-34 - Contract Change Order #2.pdf](#)

### **PROPOSED MOTION:**

To approve change order #2 for the Water Meter Installation Project TC2024-34.

Board Action: Motion By \_\_\_\_\_ Seconded By \_\_\_\_\_

Vote Total	Hall	Jordan	Robbins	Marshall	Stamps	Fraser
Yes						
No						
Abstain						