



City of Moore Oklahoma

301 N. Broadway, Moore, OK 73160 | (405) 793-5000 | www.cityofmoore.com

NOTICE TO PROCEED

Date: 9/9/2015

To: Poe & Associates

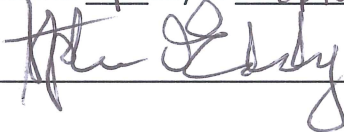
Project: P-10, Smart Water Meters Benefit Cost Analysis

The City of Moore has considered the budget submitted by you for the above reference project.

You are hereby notified the budget has been accepted in the amount of \$35,000.

You are required to return an acknowledged copy of Notice To Proceed to the City of Moore.

Dated this 9 day of September, 2015.

By: 

ACCEPTANCE OF NOTICE

Receipt of the foregoing Notice to Proceed is hereby acknowledged

by David Strub, this 11 day of September, 2015.

By: 

Title: SR. VICE PRESIDENT

Task Order # 1

Engineering Firm: Poe & Associates

Project Number: P-10

9/9/15

Project Name: Smart Water Meters Benefit Cost Analysis

1.0 Project Description: Engineering and analysis required to prepare a benefit / cost analysis (BCA) for the implementation of smart water meters in the City Of Moore.

2.0 Scope/Objective: The BCA will be developed in full accordance with Department of Housing and Urban Development (HUD) protocol. This implementation of smart water meters will be to preserve and protect the City of Moore from avoidable costs and loss of valuable water during times of natural disasters as well as the conservation of water during normal water usage times and drought periods.

Additionally, Poe & Associates will work closely and coordinate with City of Moore consultants Charlie Blair and Lloyd Blanchard to ensure that the BCA is in accordance with HUD expectations as well as fits seamlessly with 3 other BCA proposals being prepared by other consultants to submit to HUD.

3.0 Applicable Documents. N/A

4.0 Reports.

5.0 Reports.

Monthly Status Report (MSR). The Contractor shall prepare a Monthly Status and email to Jared Jakubowski and Kahley Gilbert on the final day of each month.

5.0 Schedule.

Literature Research	9/10/15-9/30/15
Preparation of Outline	9/21/15
Draft BCA Complete	10/1/15
Review, comments, meetings, & edits	10/1/15-10//25/15
Final BCA submitted to HUD	10/27/15
Miscellaneous responses or discussions that may arise from HUD review	10/27/15-12/31/15

6.0 Budget

Literature Research \$ 7,500

Preparation of Outline \$ 2,500

Draft BCA complete \$ 10,000

Review, comments, meetings, \$ 7,500
and edits to BCA

Final BCA submitted to HUD \$ 2,500

Miscellaneous responses or discussions \$ 5,000
That may arise from HUD review of the BCA

Total Fee \$ 35,000