



**Attachment A.1**  
**Form of Work Order**

**Merrick Project No.:** 65420492-04  
**Work Order No.:** 003  
**Date of Work Order:** November 13, 2023

**Work Order Title:** 2024 Town of Fraser Utility Model Operation and Maintenance

**Scope of Services:**

We are pleased to provide you with this Work Order to support the Town of Fraser with day-to-day operations and maintenance of the Sanitary Sewer Model and Water Model. Our proposed scope, schedule, and engineering fee for completion are presented below.

***Scope of Services***

The proposed scope of services for completing the work order is presented below.

***Task 1 – Water Model Scenario Services***

1.1 Merrick will assist Town of Fraser Staff on an as-needed basis with running water model scenarios, simulations, and forecasts using the recently updated WaterGEMS model and provide results within an established timeline.

***Task 2 – Sewer Model Scenario Services***

2.1 Merrick will assist Town of Fraser Staff on an as-needed basis with running sanitary sewer model scenarios, simulations, and forecasts using the recently updated InfoWorks model and provide results within an established timeline.

***Task 3 – Water Model Maintenance Services***

3.1 Merrick staff will verify that future developments water pipe distribution systems in WaterGEMS meet the Town of Fraser master plan and standards. This task will be approved by the town prior to work commencing.

3.2 Town of Fraser will provide Merrick with the “As-Constructed” AutoCAD file from the developer. Merrick will export the AutoCAD file into ArcGIS and ultimately insert the ArcGIS files into WaterGEMS. Once the “As-Constructed” information is in WaterGEMS, Merrick will verify that the water model reflects the current water distribution system. Merrick will provide the Town of Fraser with the ArcGIS files to ensure their GIS system is updated. This task will be approved by the town prior to work commencing.

***Task 4 – Sanitary Sewer Model Maintenance Services***

3.1 Merrick staff will verify that future developments sanitary sewer collection systems in InfoWorks meet the Town of Fraser master plan and standards. This task will be approved by the town prior to work commencing.

3.2 Town of Fraser will provide Merrick with the “As-Constructed” AutoCAD file from the developer. Merrick will export the AutoCAD file into ArcGIS and ultimately insert the ArcGIS files into InfoWorks. Once the “As-Constructed” information is in InfoWorks, Merrick will verify that the sanitary sewer model reflects the current collection system. Merrick will provide the Town of Fraser with the ArcGIS files to ensure their GIS system is updated. This task will be approved by the town prior to work commencing.

***Deliverable will include:***

- Merrick will provide utility model data as requested by the Town of Fraser.

We appreciate this opportunity to be of service to the Town of Fraser and look forward to working with you on this work order. If you have any questions or comments regarding our Work Order, do not hesitate to contact us.



**Fee:**

Our proposed budget for the Task No. 1 outlined above is a Not-to-Exceed Budget for 2024 = \$5,000.00.

Our proposed budget for the Task No.2 outlined above is a Not-to-Exceed Budget for 2024 = \$5,000.00:

Our proposed budget for the Tasks Nos. 3 and 4 outlined above is to be negotiated prior to commencing work.

**Town of Fraser**

By:

Name:

Date:

**Merrick & Company**

By:

Jody Allen

Name:

11/13/2023

Date: