



Mayor Jackie McKinney
Councilor Linda Garcia, District 1
Councilor Allan Landavazo, District 2
Councilor Yogash Kumar, District 3
Councilor Cecil E. Garcia, District 4
Maryann Ustick, City Manager
George W. Kozeliski, City Attorney

Date: May 13, 2015

To: Resource Wise

From: Elizabeth Barriga
Elizabeth Barriga, Water Conservation Coordinator

Subject: Resource Wise Letter of Recommendation

1. Experience and successful contract performance on similar projects (Water Conservation Audits &/or Evaluation and Analysis) as defined in the Scope of Service within the last five years.

Resource Wise was successful accomplishing all written Scope of Service Responsibilities for the City of Gallup to create a Water Meter Analysis Report (February 2014 – April 2015) final report.

The written Scope of Service Responsibilities included:

- Review a list of high water users, provided by the City of Gallup
 - a) Look for anomalies
 - b) Look at high water users
 - c) Look at exceptionally low water users (where meter may not be recording)
- Target 50 users for potential revenue enhancement with solid state meter replacement
- Visually inspect and photograph (for documentation) those meters for: meter brand, size, type, age, application, and proper installation (in accordance with AWWA M6 Standards and manufacturer requirements)
- Gather information from a 3-year water use history (provided by the City of Gallup in a format provided by Resource Wise) about each end user to compare/verify data
- Gather information on each meter such as age, installation date, and maintenance history (provided by the City of Gallup)
- Visit end users site and gather information such as the number of people (provided by the end user) the meter serves
- Look for anomalies in the water use history of each end user
- Compare water usage to national baselines
- Write a report analyzing the cost/benefit and payback period of replacing the commercial and multifamily water meters with Solid State AMR/AMI water meters

The City of Gallup provided Resource Wise the following data:

- a) 3-year water use history on each targeted account (due within 2 weeks of request)
- b) Age, installation date, and maintenance history of each targeted meter (due within 2 weeks of request)
- c) One utility field employee to accompany Resource Wise on the site visits for approx. 4 days

Time Line: Historical Data on meters & meter reads provided by the City of Gallup. The Water Meter Analysis Report was due 6 weeks after requested City of Gallup information was turned in.

2. Past performance with public agencies and demonstrated understanding of City's interests, goals, and timeline.

Resource Wise accomplished the City of Gallup's interests, and goals with staff and Water Dept. Director scheduled meetings reporting on their progress and ultimately completing the City of Gallup - Water Meter Analysis Report. Resource Wise went the extra mile to give a 100 AMR commercial water meter detailed cost benefit analysis report prioritizing each high water consumption meter to be changed out including an itemized cost payback period and monetary amounts.

3. Client satisfaction and quality of work with similar services/projects.

The City of Gallup is very satisfied with the work expertise of Resource Wise, experience and hands-on approach of investigating problem commercial meters in town.

4. Response time and demonstrated competence and proven ability to accurately review, analyze, and prepare the type of documents required.

All work was accurately analyzed using state of the art meter quantification equipment and the Water Meter Analysis Report provided a detailed report of their findings and recommendations how to proceed in the future to better manage our AMR commercial water meter program.

5. Ability to complete work successfully on schedule.

All work was completed successfully on schedule for the Water Meter Analysis Report and Scope of Service Responsibilities.