




**PUBLIC WORKS AND
ENGINEERING DEPARTMENT**

1111 Joseph J. Schwab Road
Des Plaines, IL 60016
P: 847-391-5464
desplainesil.gov

MEMORANDUM

Date: April 23, 2026
To: Dorothy Wisniewski, City Manager
From: David Schilf, Superintendent 
Cc: Timothy Watkins, Director of Public Works and Engineering
Tom Bueser, Assistant Director of Public Works
Subject: M.E. Simpson Task Order #3 – Large Meter Testing

Issue: The 2026 budget includes funding for large water meter testing.

Analysis: Public Works annually files a water loss report to the IDNR. The mandated rules for this report have changed in recent years and we are now required to perform additional audit functions. This includes large meter testing and in-depth analysis of the City's metering and billing systems. This task will assist the City in identifying water loss.

The City has a Master Consultant Agreement with M.E. Simpson Company, Inc. and they have provided a proposal to perform the above tasks on large meters. Their proposal for Task Order #3 is in the amount of \$91,000.00.

Recommendation: We recommend approval of Task Order #3 with M.E. Simpson Company, Inc., 3406 Enterprise Avenue, Valparaiso, IN, 46383, in the amount of \$91,000.00. Funding source will be the Water Fund.

Attachments:

Resolution R-124-26
Exhibit A – Task Order #3

CITY OF DES PLAINES

RESOLUTION R - 124 - 26

**A RESOLUTION APPROVING TASK ORDER NO. 3 WITH
M.E. SIMPSON COMPANY, INC. FOR LARGE WATER
METER TESTING.**

WHEREAS, Article VII, Section 10 of the 1970 Illinois Constitution authorizes the City to contract with individuals, associations, and corporations in any manner not prohibited by law or ordinance; and

WHEREAS, on December 16, 2024, the City Council approved Resolution R-206-24, which authorized the City to enter into a master contract ("**Master Contract**") with M.E. Simpson Company, Inc. ("**Consultant**") for the performance of professional engineering services for the City as such services are needed over time; and

WHEREAS, the City desires to procure professional engineering services for large water meter testing and in-depth analysis of the City metering and billing system to identify water loss ("**Engineering Services**"); and

WHEREAS, Consultant submitted a proposal to perform the Engineering Services in the amount of \$91,000; and

WHEREAS, the City has sufficient funds in the Water Fund for the procurement of the Engineering Services from Consultant; and

WHEREAS, the City desires to enter into Task Order No. 3 under the Master Contract for the procurement of the Engineering Services from Consultant in the total not-to-exceed amount of \$91,000 ("**Task Order No. 3**"); and

WHEREAS, the City Council has determined that it is in the best interest of the City to enter into Task Order No. 3 with Consultant;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Plaines, Cook County, Illinois, in the exercise of its home rule powers, as follows:

SECTION 1: RECITALS. The foregoing recitals are incorporated into, and made a part of, this Resolution as findings of the City Council.

SECTION 2: APPROVAL OF TASK ORDER NO. 3. The City Council hereby approves Task Order No. 3 in substantially the form attached to this Resolution as **Exhibit A**, and in a final form to be approved by the General Counsel.

SECTION 3: AUTHORIZATION TO EXECUTE TASK ORDER NO. 3. The City Council hereby authorizes and directs the City Manager and the City Clerk to execute and seal, on

behalf of the City, final Task Order No. 3 only after receipt by the City Clerk of at least one executed copy of final Task Order No. 3 from Consultant; provided, however, that if the City Clerk does not receive one executed copy of final Task Order No. 3 from Consultant within 60 days after the date of adoption of this Resolution, then this authority to execute and seal final Task Order No. 3 shall, at the option of the City Council, be null and void.

SECTION 4: EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval according to law.

PASSED this ___ day of _____, 2026.

APPROVED this ___ day of _____, 2026.

VOTE: AYES _____ NAYS _____ ABSENT _____

MAYOR

ATTEST:

Approved as to form:

CITY CLERK

Peter M. Friedman, General Counsel

DP-Resolution Approving Task Order No 3 with ME Simpson for Large Meter Testing

ATTACHMENT A

TASK ORDER NO. 3

In accordance with Section 1.2 of the Master Contract dated January 1, 2025 between the City of Des Plaines (the “*City*”) and M.E. Simpson (the “*Consultant*”), the Parties agree to the following Task Order Number 3:

1. **Contracted Services:** Large Meter Testing.
2. **Project Schedule** (attach schedule if appropriate): See attached.
3. **Project Completion Date:**

All Contracted Services must be completed on or before: November 30, 2026

4. **Project Specific Pricing** (if applicable): \$91,000.
5. **Additional Changes to the Master Contract** (if applicable): N/A.

ALL OTHER TERMS AND CONDITIONS OF THE MASTER CONTRACT REMAIN UNCHANGED.

[SIGNATURE PAGE FOLLOWS]

CITY

CONSULTANT

Signature
Director of Public Works
And Engineering

Signature

_____, 20____
Date

_____, 20____
Date

If compensation is greater than \$5,000, the City Manager's signature is required.

Signature
City Manager

_____, 20____
Date

If compensation is greater than \$25,000, then the City Council must approve the Task Order in advance and the City Manager's signature is required.

Signature
City Manager

_____, 20____
Date



April 2, 2026

David Schilf
Superintendent of Utility Services
City of Des Plaines
1111 Joseph J. Schwab Rd.
Des Plaines, IL 60016

RE: PROPOSAL FOR A LARGE WATER METER TESTING PROGRAM

Dear Mr. Schilf,

M.E. Simpson Co., Inc. is delighted to present our proposal to the City of Des Plaines for a Large Water Meter Testing Program. We feel privileged to be considered for this endeavor and are confident that our team will contribute to the success of the project.

As a Professional Services Firm, our primary focus is on developing and delivering programs and services that optimize the performance of our clients' water distribution systems. Many of these programs are recognized globally as Best Management Practices (BMPs) for utilities. We take pride in providing robust solutions through the utilization of top-tier technical and professional services, leveraging state-of-the-art technology, and employing a highly skilled and well-trained staff of professionals. Our team of educated engineers and technical experts is fully dedicated to the success of this project and ready to alleviate the burden on your staff, ensuring a seamless continuation of services.

Our services have been meticulously developed and refined to cater to the specific needs of utilities. Whether it's offering comprehensive turn-key solutions or assisting in the development of in-house programs, M.E. Simpson Co., Inc. strives to fulfill one overarching goal: to instill public confidence by ensuring the safety and quality of drinking water.

We sincerely appreciate your consideration and the opportunity to introduce our large water meter testing services through this proposal. We are committed to surpassing your expectations and delivering exceptional results.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Nepras", with a horizontal line extending to the right.

Joe Nepras
Regional Manager

Joe Nepras
Regional Manager

3406 Enterprise Avenue
Valparaiso, IN 46383

800.255.1521 P
888.531.2444 F

joen@mesimpson.com

SCOPE OF SERVICES

Large Water Meter Testing Program

At M.E. Simpson Co., Inc., we recognize that large water meters are the revenue backbone of any water utility. Their accuracy directly impacts billing equity, non-revenue water loss, and customer trust. Our Large Water Meter Testing Program is designed to help utilities verify and calibrate meters efficiently and safely, ensuring dependable measurement across their commercial and industrial base.

Field Scope of Service

M.E. Simpson Co., Inc. will undertake a thorough evaluation and testing of the large water meters selected by the Utility. Here's a condensed breakdown of our field scope of service:

Item	Description
Resource Provisions	<ul style="list-style-type: none"> M.E. Simpson Co., Inc. will supply all necessary resources, including labor, materials, transportation, tools, and equipment A minimum of Two Persons per team will work on the meter testing project at all times
Safety Measures	<ul style="list-style-type: none"> Field staff will work in an orderly and safe manner, wearing readily observable identification badges We will adhere to the safety specifications outlined for equipment use
Meter Assessment	<ul style="list-style-type: none"> Assess all meters listed in the designated test group, observing water usage on site and meter readings to determine the accuracy and suitability for their intended application Recommendations will be made to the Utility if meters cannot be tested in place
Meter Testing Process	<ul style="list-style-type: none"> Meter tests scheduled during regular working hours whenever feasible Utilize AWWA-recommended flow rates and manufacturer specifications for testing Meters will be tested and calibrated to bring them within accepted accuracy limits If necessary, meters will be removed from their settings for off-site testing, with recommendations provided for bypassing the meter if service disruption is intolerable
Documentation and Reporting	<ul style="list-style-type: none"> Comprehensive meter logs will be maintained for all meters assessed in the current test group, with records reviewed by the Project Team for verification

	<ul style="list-style-type: none"> • Photos of each meter and its setting will be taken for record-keeping • Daily progress reports will be submitted to the Project Manager, outlining the meters tested and recommendations made
Quality Control	<ul style="list-style-type: none"> • Maintain strict adherence to testing protocols and standards, with all testing results and calibrations thoroughly documented • Meters requiring extensive calibrations or deemed obsolete will be brought to the attention of the Project Manager for potential change-out by the Utility
Utility Coordination	<ul style="list-style-type: none"> • Utility Staff are welcome to observe field procedures and equipment demonstrations • Advanced notice will be provided for any off-hours testing • All newly installed meters will be tested according to the project's flow testing protocols.
Final Reports and Communication	<ul style="list-style-type: none"> • Removed meters will be returned to the Utility or left at the customer's site as directed by the Utility Project Manager upon completion of testing • All documentation and reporting, including meter testing results, calibrations, and recommendations, will be provided to the Utility within the specified timeframe
Equipment Used	<ul style="list-style-type: none"> • Badger (Recordall) or Sensus (W-Series, Omni V2) Portable Large Water Meter Testers with digital resettable registers • Proper lengths of 2-1/2" fire hose for on-site testing • All tools needed to perform on-site testing (hand tools, pipe wrenches, etc.) • Confined Space Entry Equipment (tripod, winch, personal fall protection, calibrated gas detector) • All safety/traffic-related signs, cones, and barricades • All PPE required (safety glasses, gloves, hard hat, steel-toe boots, etc.)

PROJECT SAFETY PLAN

M.E. Simpson Co., Inc.'s Safety Programs cover all aspects of the work performed by M.E. Simpson Co., Inc. We take great pride in our safety program, and that is evident in our EMR scores over the last five years. The safety of our employees, the utilities employees, and that of the general public is our #1 priority.

*“**Safety** is a significant part of any project. M.E. Simpson Co., Inc. consistently provides a safe work environment for its employees. **Our staff is trained in General Industry OSHA rules, Confined Space Entry & Self-Rescue, First Responder First Aid, CPR, and Traffic Control.** While in the field on your project, M.E. Simpson Co., Inc., and its employees will follow all of the necessary safety procedures to protect themselves, your staff, and the general public.”*

Our Safety Program, with all of its parts, is 140 pages in length. To be more efficient and less wasteful, we do not print copies of the safety program for RFPs. There is nothing secretive or proprietary contained within our safety program, and we are happy to share its contents. If you would like a PDF copy, please contact Terrence Williams, Vice President of Operations, at (800) 255-1521, and a copy will be sent to you via email.

M.E. Simpson Co., Inc. uses Two-Person Teams for Safety and Quality Assurance.

The use of a “one-person” team is dangerous. Many of the utilities' assets are located in roadways, treatment facilities, and confined spaces. For safety, M.E. Simpson Co., Inc. always deploys a two-person team.

M.E. Simpson Co., Inc. adheres to the following:

The Project Manager and the Project Leader will be trained in accordance with OSHA Standard 1910 (General Industry) and have an OSHA 10-Hour or 30-Hour Card.
Any activity located in a " confined space ", such as pit and vault installations that require entry, will be treated per the safety rules regarding Confined Space Entry, designated by the Utility, the Department of Labor, and OSHA . <u>All personnel are trained</u> in Confined Space Entry & Self-Rescue.
We will follow all safety rules regarding First Aid & CPR, designated by the Utility, the Department of Labor, and OSHA . <u>All personnel are trained and certified</u> in First Aid & CPR.
We will follow all traffic safety rules designated by the Utility, the Department of Labor, OSHA, and the Department of Transportation . <u>All personnel are trained and certified</u> by the AMERICAN TRAFFIC SAFETY SERVICES ASSOCIATION (ATSSA) in Traffic Control and Safety.

Current documentation of safety training and certifications can be provided for all project personnel for the Utility. These certifications are current and up-to-date for all project personnel.

WORK TO BE PERFORMED

Meter Testing services will be performed on **200 large water meters**. Additional meters will be invoiced at a piece rate.

PROPOSED PROJECT SCHEDULE

Project Start Date:	TBD. Tentatively to start 6/1/2026.
Kick-Off Meeting:	TBD after the Project Start Date is finalized.
Completion of Field-Work:	Dependent on Project Start Date.
Final Reports:	Within 20 Business days of Project Completion.

INVESTMENT

A commitment to improving and maximizing the City of Des Plaines water distribution system for future generations.

M.E. Simpson Co., Inc. is pleased to present our proposal for a Large Water Meter Evaluation, Testing, and Calibration program for the City of Des Plaines. M.E. Simpson Co., Inc. will perform our large meter testing and calibration services on approximately **200** large water meters within the City of Des Plaines’s water distribution system.

[Calibration services and calibration post-testing are part of this proposal. Parts are separate services and are not part of this proposal. The prices listed below are valid through 12/31/2026.](#)

Meter Testing Fee:

	Test	Calibrate
	<u>TEST</u>	<u>CALIBRATE</u>
1.5" through 2" displacement style meters	\$385.00 /test	\$0.00 Replace
1.5" through 2" displacement style meters (Pulled)	\$455.00 /test	\$0.00 Replace
1.5" through 6" compound and turbine style meters	200 @ \$455.00 /test	\$91,000.00 \$175.00 ea.*
8" through 10" compound and turbine style meters	\$525.00 /test	\$0.00 \$200.00 ea.*
2" through 12" fire meters and fire-line meters	\$555.00 /test	\$0.00 T&M **
1.5" through 12" water meter inspection/recommend (Not-Testable)	\$415.00 /insp.	\$0.00
<u>Appointment, Client MISSED/NO SHOW/CANCELLATION (Under 24 Hrs.)</u>	\$455.00 each	\$455.00 ea.*
Inspect & Clean Strainer (Optional)	\$395.00 each	\$395.00 ea.*
Project Total		\$91,000.00

We thank you for this opportunity to acquaint you with our Large Water Meter Evaluation, Testing and Calibration services and offer this proposal. If you have further inquiries or would like to discuss our service further, do not hesitate to call us.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement, the scope and proposal above for Large Water Meter Testing, to be executed on _____ 2026.

Owner

City of Des Plaines, IL

Service Provider

M.E. Simpson Company, Inc.

By: _____

Name: _____

Title: _____

Date: _____

By: _____



Name: Michael D. Simpson

Title: Chief Executive Officer

Date: 4/2/2026

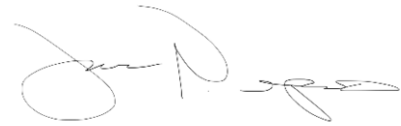
Attest: _____

Name: _____

Title: _____

Date: _____

Attest: _____



Name: Joe Nepras

Title: Regional Manager

Date: 4/2/2026