City Council Agenda Item Request
Submit to Clerk's Office
No later than 30 days before proposed Council meeting

- **Date submitted to Clerk's Office:** 10/16/2025
- **Primary contact person and Department requesting agenda item:** Pamela Irvin, Water Resources Department
- **Requested Council meeting date:** 11/18/2025
- **Subject:** Contract Amendment #1 (92300140) with Cavanaugh and Associates, P.A. for the Advanced Metering Infrastructure Project
- **Action Requested:** Adoption of a resolution authorizing the City Manager to execute a contract amendment with Cavanaugh and Associates, P.A., on Contract #92300140, in the amount of $679,650, for the Advanced Metering Infrastructure Project.
- **Note if time sensitive, and why:** For meter replacement project for replacement of failing AMR meters.
- **Potential fiscal impact(s) - if known by staff at time of request:** $679,650.00 to be funded within the existing Capital Improvement Program (CIP)
- **Identify all vendor outreach for Minority & Women Owned Business Enterprises (MWBE).** None, Cavanaugh and Associates is already under contract. This is a contract amendment
- **Identify all Boards, Commissions and Council Committees with tentative dates - add in the vote and recommendation from each Board:** None
- **Identify key issues:**
    - Cavanaugh and Associates, P.A. was selected through a Request for Qualifications and they are currently under contract with the City for On-Call Professional services, executed in 2020.
    - The City of Asheville entered into a three (3) year contract with Cavanaugh and Associates, P.A. for project management services for the Water Resources Department Advanced Metering Infrastructure (AMI) project on August 31, 2022.
    - Additional services are required beyond the original contract scope to accommodate a project schedule extension and other related services due to delays resulting from Tropical Storm Helene.
    - The AMI project was delayed several months due to the impacts of Tropical Storm Helene. The cumulative impact of delays associated with Helene increased the length of project delivery by approximately one year, and required additional support work with the City of Asheville, Aclara and PVI.
    - This contract amendment is not related to a minor warranty issue that requires replacement by the contractor.