

**STATEMENT OF WORK  
FOR  
CWRM-RFP-2025-01**

**STATEWIDE TRAINING PROGRAM ON WATER METER TESTING**

It is anticipated that the proposed Statement of Work (SOW) will be incorporated as an attachment to the resultant award instrument. The SOW, without restrictive markings, is your company's affirmation that the SOW is non-proprietary.

**BACKGROUND AND OBJECTIVES**

This project consists of developing and implementing a Statewide program to train Public Water System (PWS) distribution system operators and owners on water meter testing methods and establishing meter testing programs. This training program shall apply to source meters and consumption/customer meters within a distribution system and shall be conducted in two courses: (1) source/production meters, and (2) consumption/customer meters. The training shall be conducted via in-person workshops. These workshops will be offered free of charge to affected PWS personnel and operators. Training workshops shall include classroom workshops and hands-on workshops. It is preferable that the hands-on workshops should be conducted in such a manner that the participants will experience real-world conditions if practicable. This may involve demonstrating field-testing procedures and practices on working in-situ water meters, a meter flow test bench, reference and insertion meters, reference storage reservoir, or a combination of these or other suitable situations. Consideration shall be given to how many training hours will be required under this training program, the timing of the workshops, and the availability of the trainees for attending training workshops away from their normal work duties (e.g., it may not be allowable or feasible for water system employees to attend training for more than two (2) days in a row).

**Workshop Locations and Venue Reservations**

A total of twenty-four (24) training workshops shall be held on the islands of Kaua'i, O'ahu, Molokai, Maui, and Hilo (Hawai'i Island) and Kona (Hawai'i Island). See the task table below for details. The workshops shall be done in separate courses for the source meter program and the consumption meter program. The selected Offeror shall work with the State of Hawai'i Commission on Water Resource Management (CWRM) to coordinate reservation and timing of the meeting venues on each island. A Program Schedule shall be completed by the selected Offeror once the venue locations have been reserved by CWRM. The selected Offeror shall be responsible for any site preparation work and logistical details for the hands-on workshops with the respective landowner or water system owner, if applicable.

CWRM will be responsible for identifying and reserving the training workshop venues in collaboration with the selected Offeror. This includes the classroom venues and the hands-on venues. CWRM will be seeking publicly owned venues such as county water department facilities for classroom and hands-on workshops. Invitations to the workshop participants and logistics will also be the responsibility of CWRM. Any costs to reserve

these venues shall be the sole responsibility of CWRM. Transportation and food for participants at the selected venues will not be provided by CWRM.

### **Workshop Duration**

The duration of each workshop shall be at least eight (8) hours, including time for lunch and breaks, in order to provide adequate depth of information and experience to the attendees.

### **Expected Workshop Attendance**

The anticipated number of persons expected to attend the workshops are as follows: Kaua'i (20), O'ahu (30), Moloka'i (15), Maui (20), Hilo (15), Kona (10). These numbers are subject to change. Invitee list and invitations to the workshop participants and logistics will be the responsibility of CWRM.

### **Workshop Scheduling**

The workshop schedule shall be completed by the selected Offeror in close coordination with CWRM personnel. The workshops will be scheduled based on the selected Offeror's availability, CWRM personnel availability, and the availability of workshop venues. CWRM must approve the workshop schedule prior to submission of the Program Schedule to CWRM (Task 1.2 in the table below). No workshops shall be held on State of Hawai'i observed holidays, which are listed online <https://dhrd.hawaii.gov/state-observed-holidays/>.

### **Performance Period**

The performance period for this statement of work is twelve (12) months after notice to proceed.

## **REQUIREMENTS**

### **Consistency With AWWA Methods**

All training provided under this RFP shall be consistent with the standards, concepts, methodologies and practices for meter testing prescribed in the latest editions of the American Water Works Association Manuals of Water Supply Practices: M6 Water Meters – Selection, Installation, Testing, and Maintenance, M33 Flowmeters in Water Supply, and M36 Water Audits and Loss Control Programs, as applicable.

### **Availability and Capacity**

The selected Offeror must have the availability, capacity, and flexibility to reasonably schedule and complete the workshops within the performance period – twelve (12) months after notice to proceed.

## TRAVEL, EQUIPMENT, AND MATERIALS

### Travel

All travel expenses associated with the statement of work shall be included in the Offeror's fee proposal. An itemized listing of the number of trainers/personnel traveling, airfare, lodging, and ground transportation costs shall be included the Offeror's fee proposal.

CWRM personnel will be attending the training workshops and is responsible for its own travel expenses related to this RFP.

For estimating travel expenses, the Offeror can assume that CWRM is amenable to holding the classroom and field workshops on consecutive days as CWRM personnel schedule permits. The actual workshop schedule will be based on workshop venue availability. No workshops shall be scheduled on Federal or State of Hawai'i holidays.

### Equipment and Materials

The selected Offeror shall provide at its own cost all equipment, materials, equipment, and supplies needed to conduct the workshops described in this RFP. Purchase of any equipment, materials, and supplies is not allowed under this RFP. If required, the selected Offeror and workshop attendees shall be responsible for providing their own personal protection equipment.

## EXCEPTIONS

If a location for any of the training workshops cannot be found in a reasonable timeframe, or situations arise that would preclude completing some training workshops, CWRM will work with the selected Offeror to modify the terms of the contract accordingly through a change order and/or supplemental contract.

## TASKS AND DELIVERABLES

The Tasks and Deliverables described below are intended to provide offerors with a general understanding of CWRM's expectations for the project. Offerors are encouraged to suggest approaches to this scope based on their expertise and professional experience. Each proposal shall include information clearly indicating that the following required tasks shall be performed.

### STATEWIDE TRAINING PROGRAM ON WATER METER TESTING TASKS AND DELIVERABLES

Task/Item #	Description	Required Training Locations	Deliverables	Due Date
1 TRAINING PROGRAM				
1.1	Develop Training	Kaua'i, O'ahu,	Training	Sixty (60)

Task/Item #	Description	Required Training Locations	Deliverables	Due Date
	Program	Maui, Molokai, Kona (Hawai'i Island), and Hilo (Hawai'i Island)	Program (Report) and workshop(s) syllabus	days after notice to proceed (NTP)
1.2	Develop Program Schedule	Kaua'i, O'ahu, Maui, Molokai, Kona (Hawai'i Island), and Hilo (Hawai'i Island)	Schedule	Sixty (60) days after NTP or later as agreed to by CWRM
<b>2 SOURCE METER TRAINING</b>				
2.1	Conduct classroom training workshops (8-hours per workshop) on source meter testing and developing a source meter testing program.	Kaua'i, O'ahu, Maui, Molokai, Kona (Hawai'i Island), and Hilo (Hawai'i Island)	Training manual, workshop agenda, and completion of six (6) workshops, one (1) in each of the required training locations	Training manual and workshop agenda due fourteen (14) days prior to the start of workshops
2.2	Conduct hands-on training workshops (8-hours per workshop) on source meter testing.	Kaua'i, O'ahu, Maui, Molokai, Kona (Hawai'i Island), and Hilo (Hawai'i Island)	Training manual, workshop agenda, and completion of six (6) workshops, one (1) in each of the required training locations	Training manual and workshop agenda due fourteen (14) days prior to the start of workshops
<b>3 CUSTOMER/CONSUMPTION METER TRAINING</b>				
3.1	Conduct classroom training workshops (8-hours per workshop) on consumption/customer meter testing and	Kaua'i, O'ahu, Maui, Molokai, Kona (Hawai'i Island), and Hilo (Hawai'i Island)	Training manual, workshop agenda, and completion of six (6)	Training manual and workshop agenda due

Task/Item #	Description	Required Training Locations	Deliverables	Due Date
	developing a customer meter testing program.		workshops, one (1) in each of the required training locations	fourteen (14) days prior to the start of workshops
3.2	Conduct hands-on training workshops (8-hours per workshop) on consumption/customer meter testing.	Kaua'i, O'ahu, Maui, Molokai, Kona (Hawai'i Island), and Hilo (Hawai'i Island)	Training manual, workshop agenda, and completion of six (6) workshops, one (1) in each of the required training locations	Training manual and workshop agenda due fourteen (14) days prior to the start of workshops
<b>4 REPORT</b>				
4	Develop meter testing training program summary report with recommendations.	n/a	Final report	Forty-five (45) days after the last completed workshop
<b>5 TRAVEL</b>				
5	Travel and other reimbursable costs directly related to training workshops.	See Tasks 2 and 3 above		