



REQUEST FOR PROPOSALS FOR WATER METER REPLACEMENT PROGRAM

August 14, 2015

Town of Beaufort, North Carolina

701 Front Street – Beaufort, NC 28516

Contents

INTRODUCTION & PROJECT SCOPE.....	2
GENERAL INFORMATION	3
INSTRUCTIONS TO RESPONDENTS.....	4
AWARDING THE CONTRACT.....	6
MINIMUM TECHNICAL SPECIFICATIONS.....	7
1. Meter Specifications	7
2. Route Management Software Specifications.....	7
3. Route Data Collection Specifications.....	8
4. Installation Specifications	9
5. Training Specifications	9
SUBMITTAL FORM: MINIMUM TECHNICAL SPECIFICATIONS CHECKLIST	10
SUBMITTAL FORM: PRICING PROPOSAL	11
SUBMITTAL FORM: CLIENT REFERENCE LIST.....	14
SUBMITTAL FORM: INSURANCE REQUIREMENTS.....	15

TOWN OF BEAUFORT

701 FRONT STREET

BEAUFORT, NC 28516

252-728-2141

WWW.BEAUFORTNC.ORG

INTRODUCTION & PROJECT SCOPE

The Town of Beaufort, North Carolina ("Town") hereby requests qualifications and pricing from companies that are experienced in and capable of implementing a system-wide conversion to an Automatic Meter Read drive-by system ("System") of the Town's residential, commercial, and industrial water meters. The Town currently provides water service to approximately 3,300 customers using positive displacement, manual-read meters. The project will involve replacing these meters with non-mechanical (ultrasonic or magnetic) meters. The intent is to have a system that eliminates the need for manual meter reading for monthly billing and final readings, while providing a significant improvement in the quality and quantity of meter reading and customer information available to the Town for trend analysis, monthly billing, and rate structuring. The Town recognizes that a multi-disciplined project team will be required to execute this project, and based upon the multiple components that must be purchased, installed, configured, commissioned, and programmed, the Town intends to award one contract to one entity that will be responsible for every aspect of the project ("Firm").

In issuing this RFP, the Town has provided an overview of its specifications for the System in order to allow interested companies the flexibility of submitting their best solution to the Town. This approach will enable the Town to take advantage to the most technologically advanced System available, while adhering to procurement requirements mandated by the North Carolina General Statutes and allowing for a fair evaluation of all responses.

Proposals will only be considered from companies that meet or exceed the following criteria:

- Must have self-performed at least three (3) AMR (Drive By) projects using the same system that is being proposed for the Town of Beaufort — including one (1) project of at least 5,000 meters or more.
- Must be able to document a corporate bonding capacity of at least \$5,000,000 (five million dollars).
- Must be able to document an absence of any AMR-related litigation activities involving other cities.

This RFP does not commit the Town to award a contract to any company, to pay any costs incurred by any company in the preparation of its response, or to contract for any of the services referenced herein. Additionally, the Town reserves the right to accept or reject any or all proposals received as a result of this RFP process if it is in the best interest of the Town.

GENERAL INFORMATION

- This Invitation to Bid shall be publically advertised once a week for two consecutive weeks; on Friday, August 14, 2015 and again on Friday, August 21, 2015.
- Sealed bids must be received at Town Hall – 701 Front Street, Beaufort, NC 28516 by 5:00pm on Thursday August 27, 2015 in a sealed envelope. Proposals received after this time will be deemed non-responsive and will be returned to the Respondent unopened.
- If the Town receives three (3) or more responses, the sealed bids will be opened on August 28, 2015 at 10:00 am at Town Hall.
- If fewer than three (3) bids are received, any bids received will remain sealed and the opportunity will be re-advertised on Sunday, August 30, 2015. The deadline for submittal will be extended to 10:00 am on September 8, 2015 at which time, all bids will be opened.
- Town staff and the Board of Commissioners are available on August 26, 2015 in the event a firm would like to give a formal presentation. Please contact Lauren Hermley, Assistant Town Manager at 252-728-2141 or l.hermley@beaufortnc.org to schedule.
- The Town intends to complete its evaluation by September 30, 2015.
- The entire ARM (Drive By) project must be completed within one hundred and eighty (180) calendar days from the Notice to Proceed.
- All software and hardware required to complete this process, except for the host billing software, shall be supplied as part of this proposal
- All labor and materials associated with installation shall be supplied as part of this proposal

The primary contact for this project is Lauren Hermley, Assistant Town Manager at Town of Beaufort, 701 Front Street, Beaufort, NC 28516. The alternate contact for this project is Donovan Willis (Public Utilities Director). All written and/or verbal communication must be directly with Lauren Hermley. Respondents are hereby prohibited from contacting any other Town Staff member or Town Commissioner at any point during this procurement process without first obtaining the prior approval from Lauren Hermley. Doing so will be grounds for immediate disqualification.

INSTRUCTIONS TO RESPONDENTS

Proposal Components

The following documentation shall be submitted. Failure to submit all required documentation will result in rejection of the Proposal:

- Comprehensive narrative and technical brief describing the system proposed for installation and implementation
- Minimum Technical Specification Checklist (provided)
- Pricing Proposal Form (provided)
- Client Reference List (provided)
- Certificate of Liability Insurance

Preparation of Pricing Proposal Form

All Pricing Proposal Forms shall be prepared in accordance with the following requirements:

- The Pricing Proposal Form shall be executed properly and all writing shall be ink or typewritten, except for the signature of the Respondent, which shall be written in ink.
- Changes in any entry shall be made by marking through the entry in ink and making the correct entry adjacent thereto in ink. The individual signing the Proposal shall initial the change in ink.
- A unit shall be entered in the Unit Price column of the Pricing Proposal Form for every Proposal item listed. The total price for each item listed shall be determined by multiplying each unit price amount by the quantity for that item and shall be written in figures in the Total Price column. In case of a discrepancy between the unit price for a Proposal item and the Total Price for that item, the unit price Proposal shall govern.
- Respondents may offer a specified project discount (i.e. volume discount) on the specified line on the Pricing Proposal Form.

The Proposal shall be properly executed in strict compliance with the following. No other forms of execution will be accepted.

- If a Proposal is by an individual, it shall show the name and address of the individual and shall be signed by the individual.
- If the Proposal is by a Corporation, the signor must be authorized to enter into contractual agreements on behalf of the Corporation.
- If the Proposal is made by a Partnership, one of the general partners shall execute it in the name of the Partnership, by the address shown for the Partnership.
- If the Proposal is a joint venture, it shall be executed by each of the joint ventures in the appropriate manner set out above. The address for the joint venture shall be shown.

- The Proposal shall not contain any unauthorized additions, deletions, or conditional Proposals. The Respondent shall not add any provisions reserving the right to accept or reject an award, or to enter into a Contract pursuant to an award.
- The Proposal shall not contain irregularities of any kind, which make the Proposal incomplete, indefinite, or ambiguous as to its meaning. Incomplete Proposal forms will be rejected.

Withdrawal or Revision of Proposals

A Respondent may, without prejudice to himself, withdraw a Proposal after it has been delivered to the Town provided the request for such withdrawal is made in writing to the project manager before the date and time set for the opening of Proposals. The Respondent may then submit a revised Proposal provided it is received prior to the time set for opening of Proposals. Any withdrawal of a Proposal after the opening of Proposals shall be in accordance with N.C. General Statute Section 143-129.1. Only those persons authorized to sign Proposals shall be recognized as being qualified to withdraw a Proposal.

Responsibilities of Respondents

Each Respondent shall, by careful examination, satisfy him/herself as to the nature and location of the work, the existing site conditions, condition of existing meter infrastructure, and all other matters which can in any way affect the work or the cost thereof under the Contract.

The failure or omission of any Respondent to thoroughly examine and familiarize him/herself with the Proposal Documents or to receive or examine any form, instrument or document or visit the site(s) and acquaint him/herself with the existing conditions there existing shall in no way relieve any Respondent from any obligation in respect to his Proposal.

No verbal agreement or conversation with any officer, agent or employee of the Town, either before or after the execution of the Contract, shall affect or modify any of the terms or obligations therein.

Comparison of Proposals

Proposals will be compared on the basis of the total system price, calculated by adding the subtotals for each of the three system categories (materials, software/hardware/training, and installation) and applying any listed volume or incentive discounts. The resulting total system price shall include and cover the furnishing of all materials, and the performance of all labor requisite or proper, and completing of all the work called for in the manner set forth and described in the Proposal Documents. The lowest Respondent will be that Respondent who's Proposal totals the lowest number of dollars as determined above.

AWARDING THE CONTRACT

The award of the Contract will be made to the lowest responsible respondent, who, in the opinion of the Town, is qualified to perform the work required and is responsible and reliable. The Town may elect to award the Contract in phases or reduce the quantity of proposal items based on budget availability.

These Proposals are asked for in good faith, and awards will be made as soon as practicable, provided satisfactory Proposals are received. The Town may consider informal and reject any Proposal not prepared and submitted in accordance with the provisions hereof. The Town reserves the right to reject any or all Proposals, or to accept a Proposal other than the lowest submitted if such action is deemed to be in the best interest of the Town. The Town also reserves the right to reject the Proposal of a Respondent who has previously failed to satisfactorily perform a contract, has not completed contracts on time, or whom an investigation shows is not in a position to perform the contract.

In determining responsiveness of the Respondent, the following qualifications will be considered by the Town:

- The ability, capacity, and skill of the Respondent to perform the contract or provide the service required;
- Whether the Respondent can perform the Contract or provide service promptly, or within the time specified, without delay or interference;
- The character, integrity, reputation, judgment, experience, and efficiency of the Respondent;
- The quality of performance of previous contracts or services;
- The previous and existing compliance by the Respondent with laws and ordinances relating to the contract or service;
- The sufficiency of the financial resources and ability of the Respondent to perform the contract or provide the service;
- The quality, availability, and adaptability of the equipment or contractual services to the particular use required;

The selected Respondent must demonstrate the ability to furnish, install and support the RFAMR system detailed herein. Selection of the Respondent by the Town will include a thorough evaluation of the experience and expertise of the Respondent and his/her sub-vendors. The selection criteria are specifically outlined in this document.

MINIMUM TECHNICAL SPECIFICATIONS

Below are five (5) categories of technical specifications that correspond to the items on the Minimum Technical Specifications Checklist. Respondents shall indicate on the Checklist whether or not their proposed solution complies in full to each Specification category. Any “no” answer on the Checklist must be accompanied by an explanation in the column provided.

1. Meter Specifications

- All meters must meet or exceed the latest AWWA Standards for metering accuracy. Better accuracy meters will be evaluated higher than lower accuracy meters. The Town also desires its meters to be tamper resistant with the ability to send an alert if the meter is altered in any way.
- The Town desires to have a non-mechanical meter (i.e. ultrasonic or magnetic) with no moving parts for its smaller (<1”) residential meters. Preferably, meters up to 2” would be non-mechanical. Manufacturers that can supply both residential and compound meters shall submit specifications for both residential (base) and compound meters (alternate) and an add/deduct cost for the compound meter.
- Proven field performance of the technology is critical. Meters must have an established market history of no fewer than 5 years to be eligible.
- Meters may be constructed of a composite or polymer material.
- Meter accuracy and battery life will also play an important role in the evaluation process. The Town desires to have a minimum 20 year warranty on the meter and battery.
- The body shall be completely lead-free and meet the AB1953, ANSI/NSF Standard 61 requirement.
- Meters shall operate up to a working pressure of 150 pounds per square inch (psi) without leakage or damage to any parts.
- The accuracy shall not be affected by variation in pressure up to 150 psi.
- The register shall connect to a radio-read or fixed-base meter reading system.
- All components shall be completely waterproof and warrantied against water intrusion.
- Each meter shall output encoded meter readings, as well as transmit information regarding small and large leaks, backflow, tamper data, and duration codes, via radio frequency.
- Meters shall transmit readings automatically without the need for a wake-up call.
- Meters shall transmit hourly profile consumption data when initialized to provide historic usage profiles.
- Meters must be programmed at the manufacturer and should require no additional field programming.

2. Route Management Software Specifications

- The route management software shall successfully interface with the Town’s existing billing software.
- Software must be designed to operate with Windows 8 or later.
- A meter-reading route shall be provided from the Utility’s existing host billing software package to a route management program supplied as part of the selected reading system.

- The Town shall provide a file from its existing software system containing account, meter identification and route information in the proper file format so the route management software provider can construct meter-reading routes and track meter replacement data.
- The Provider will ensure that data provided by the data collection equipment and software is compatible with the Town's existing billing software.
- The Provider will ensure that the meter-reading route is properly downloaded into the data collection equipment.
- The route management software shall be able to provide route statistics and system management reports.

3. Route Data Collection Specifications

- Route data collection equipment will support the use of manual entry and radio-read technology.
- The Town shall be able to collect transmitted data via walk-by handheld collection equipment or mobile drive-by collection equipment. The collection device (radio frequency receiver/transmitter) shall receive the data which is then transferred to the route management software.

The provider shall furnish one(1) handheld collection device that shall:

- Provide the ability to read and search specific meters
- Display battery life information
- Display signal strength
- Display leak, back flow, no flow, and tamper information

The drive-by collection system shall:

- Consist of a laptop computer, a radio receiver/transmitter, and a vehicle antenna.
- Not require permanent affixation to a given vehicle so that it can be easily transported from one vehicle to another.
- Function with minimal required interaction by the operator to ensure safety while driving.
- Have a lightweight receiver in a durable case
- Allow easy viewing of read or unread accounts.
- Update dynamically, able to show route status including number of meters read and unread, as well as percentage complete
- Allow reading of multiple routes at one time.
- Stamp meter readings with time and date of read. Time/date information shall be passed to the host billing system in the format requested by the host billing system.
- Allow for standard reporting through built-in reports
- Verify data integrity in every message.
- Have the capability to connect to the utility network to upload/download meter reading routes.
- Support Windows 8 or later software with a notebook computer supplied by the Provider
- Have GIS mapping capabilities able to display completed portions of a route from those yet to be read.
- Instantly display leak, back flow, no flow, and tamper information upon drive-by

- Indicate visually to the operator when the laptop computer loses communications with the radio receiver during operation.
- Able to be powered by an auxillary power supply (i.e. cigarette lighter).

The laptop computer provided shall:

- Permit the transfer of data and generation of reports
- Load/Unload reading data via flash drive

4. Installation Specifications

- The Town desires a turn-key solution. All facets of installation shall be included in the proposed price to include labor costs, plus any wire, gaskets, seals, and accessories as well as any necessary retrofits to existing lids or pit-boxes.
- The scope of work includes scheduling appointments, coordinating with suppliers for delivery, removal of existing meter, installation of new meter, function testing, and proper documentation of installation.
- The installer will be required to document the installation with the Town. The Town will provide forms to be completed to capture the address, the old meter serial number, serial number of the new meter, final meter reading, and the date/time of installation. The Town will sign off on the data sheet to verify installation. Additionally, the installer shall provide pre and post installation photographs with GPS coordinates.
- Newly installed equipment will be fully tested to ensure proper functioning.
- Installation scheduling and prioritization will occur in consultation with the Public Utilities Director. Information regarding completed installation will be submitted to the Town weekly.

5. Training Specifications

- Providers will train the Town's water department employees on meter functionality, data collection, and routine maintenance.
- Providers will train the Town's finance department employees on software, equipment, and data management.