

City of Williams, Arizona
Request for Proposals
for Meter Replacement Project



The City of Williams is inviting qualified companies to submit Proposals to undertake the Meter Replacement Project as outlined in the RFP issued April 22, 2015. This procurement is being conducted in accordance with the Williams City Code, Section 2-6.01.

The City intends to review all proposals and may at its sole discretion enter into a contract with the selected company. Only companies that have demonstrated experience and a proven history of providing the requested services will receive consideration.

Companies wishing to respond to the Request for Proposals for the Meter Replacement Project may obtain the complete information packet at the City of Williams 113 S. 1st Street, Williams, AZ 86046 or www.williamaz.gov. Additional information may be obtained by contacting Kyle Christiansen, Public Works Director or Brandon Buchanan, City Manager at 928-635-4451.

All responses to the request for proposals should be directed to the following address:

Williams Public Works Director
City of Williams
113 S. 1st Street
Williams, AZ 86046.

All responses to the request for proposals must be received by 1:00 pm May 6th, 2015. Late responses to the request for qualifications will not be accepted.

**CITY OF WILLIAMS ARIZONA
REQUEST FOR PROPOSALS
Meter Replacement Project**

This is a Request for Proposals specifying the end-result desired by the City of Williams. Contractors are invited to submit proposals outlining how they propose to achieve the desired end-result. Said proposal should detail both the means by which the Contractor intends to produce the desired end-result **AND** total cost to the City. Negotiations concerning the final scope of work may be necessary with the selected Proposer to accommodate the available budget for this project.

PURPOSE OF PROJECT

The City of Williams, recognizing significant water loss resulting from antiquated metering technology, seeks to undertake the system-wide replacement of existing water meters with fixed network Automated Meter Infrastructure (AMI) technology (including meter setup (setter, box, valves, etc), meters, AMI network components, and integration with billing software) to approximately 1,500 existing customers. The current system contains a large variety of meters in respect to age, size, installation setup, and make. The purpose of this project is to replace the entire meter system with a “turn-key” uniform system of new, accurate water meters. **Based on current conditions, work will include extensive modifications to meter setups to accommodate the new AMI fixed network. As a result, all contractors should conduct a comprehensive survey of existing field conditions prior to submission of proposals to ensure their proposal will accurately reflect the work required to complete the project.**

The City recognizes that a qualified water meter replacement contractor can efficiently expedite this system-wide deployment and, based upon the multiple components that must be installed, configured, commissioned, and programmed, the City intends to award one contract to one entity (“Contractor”) that will be responsible for every aspect of this deployment.

I. GENERAL CONDITIONS

1. INSTRUCTIONS TO PROPOSERS: To insure consideration of your Proposal, please follow these instructions. One original and five (5) copies of all Proposal sheets must be executed and returned, unless otherwise directed. **Provide one Adobe pdf copy of the Proposal in its entirety on cd or thumb drive.** All Proposals not in compliance with the conditions specified herein are subject to rejection at the City’s discretion.

2. SUBMITTAL REQUIREMENTS: The recommended maximum length of proposals is 20 single-sided pages, including graphics, charts, schedules and any other associated material, but excluding resumes and required documents. Resumes should be limited to key individuals and staff directly involved in the implementation of the project and

should not include those officers or managers expected to have limited or no participation or role in the conversion.

Emphasis is being placed on performance capability to ensure the conversion will meet the AMI demands of the City. Because of the high investment cost of the Master Meter AMI system, the City requires proposers to ensure their performance will meet these expectations. Proposers should be careful not to sacrifice performance to ensure a low cost proposal, as pricing is only one of many factors under consideration.

3. PROPOSAL ENVELOPE: All Proposals must be returned in a sealed box or envelope addressed to the City of Williams and should contain *on its face* the following information:

PROPOSAL FOR: City of Williams AMI Water Meter Replacement Project

Name and address of Proposer

Due: May 6th, 2015 at 1:00 pm.

The address to send the Proposals is:

City of Williams – Public Works Director
113 S 1st Street
Williams, AZ 86046

4. EXECUTION OF PROPOSAL: The Proposal must contain the signature of an individual or of an authorized representative of the Contractor making the Proposal, in the space provided on the Proposal Form, if provided as a part of the Proposal package, or on Proposer's own form, if a specific Proposal form is not provided.

5. PROPOSAL OPENING - LATE PROPOSALS: Proposals will be opened publicly, the name of the Proposers read aloud and recorded, on the date and time indicated, at the location specified in this Request for Proposals. It is the Proposers' responsibility to make certain that his/her Proposal is in the hands of the Public Works Director prior to May 6th, 2015 at 1:00 pm at Williams City Hall. Any Proposal received thereafter will be rejected and returned to the Proposer.

6. CONSIDERATION OF PROPOSALS: Telephonic, electronic, or faxed Proposals will not be considered. The Proposer agrees that his/her Proposal will not be withdrawn within ninety (90) calendar days following opening of the Proposals, and that during such time his Proposal will remain firm and irrevocable. The City of Williams reserves the right to reject any or all Proposals, and to waive any technical defects in Proposals.

7. AWARD: The award will be made to the Contractor most qualified and offering the best value to the City of Williams, which will be determined by evaluation of Proposals by the City, and in accordance with applicable rules and regulations governing the purchase and contract adopted and established by the City and the State of Arizona.

8. **NON-COLLUSION:** By submitting a Proposal in response to the request and signing the Anti-Collusion Statement form enclosed, the Proposer represents that, should the Proposal be accepted, the resulting contract(s) would not violate any provisions of federal law or regulations, or any ordinances or regulations established by the City of Williams. The Proposer warrants as an integral and essential part of his/her Proposal: (a) that he/she has not participated in nor is he/she obligated or bound by any agreement, arrangement or other understanding with any person, firm or corporation with respect to the allocation of the business afforded by or resulting from the acceptance of his/her Proposal; (b) that his/her Proposal is or is intended to be competitive and free from any collusion with any person, firm or corporation; and (c) that he/she is not a party to nor has participated in nor is he/she obligated or otherwise bound by any agreement, arrangement or other understanding with any person, firm or corporation relating to the exchange of information concerning Proposals, prices, terms or conditions upon which the contract(s) resulting from this acceptance is to be performed.

9. **PERMITS, ETC.:** All Proposals submitted shall include in the price the cost of any business or professional licenses, permits or fees required by the City and any agency having jurisdiction over the services solicited through this Request for Proposal.

10. **PATENT INFRINGEMENT, ETC:** By submission of a Proposal the Proposer certifies that the services to be furnished will not infringe any valid patent, copyright, or trademark and the successful Proposer shall, at his/her own expense, defend any and all actions or suits charging such infringement and hold the City of Williams harmless in case of any such infringements.

11. **TAXES:** All Proposals shall be inclusive of ALL Arizona taxes.

12. **PERFORMANCE:** During the performance of the contract, the Proposer agrees as follows:

- a. The Proposer will not discriminate against any employee or applicant for employment because of race, religion, color, sex or national origin.
- b. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirement of this section.
- c. The Proposer will abide by the all of requirements of the Davis Bacon Act.
- d. The Proposer will abide by all of the requirements of the American Iron & Steel under HR 3547.

13. **EVALUATION CRITERIA:** The following weighted evaluation criteria will be used to evaluate Proposals:

Section 1 Executive Summary

Weight = 10

A. Provide a brief overview of your Contractor's experience with similar AMI conversion projects and why your Contractor is best suited to serve City's system-wide deployment

of Master Meter AMI technology. Contractor must have successfully performed AMI conversions for a minimum of three (3) years under their current business entity name.
B. Contractor must disclose and certify any AMI installation-related litigation, contract noncompliance, or contract non-performance activities involving all prior clients within the past five (5) years.

Section 2 - Corporate Overview and Project Team

Weight = 20

Provide general information on your Company, key employees that will be assigned to this project, and similar background information for any subcontractor(s) that your Company intends to utilize. Provide a list of references in support of RFP criteria requirements, including full contact information and contact persons. Provide a project organization chart listing titles and names of staff proposed for this project.

Key personnel must have been actively involved in the development, management, and implementation of at least five (5) AMI conversion projects. The City will provide additional consideration for demonstrated prior experience installing the Master Meter AMI system. Key personnel must have been actively involved in the development, management, and implementation of at least (5) AMI conversion projects of 1,500 meters or more.

Section 3 .Project Management and I.T. Data Management Plan

Weight = 30

Provide a detailed overview of how your Company intends to manage this project, including ongoing communication with the City, progress reporting, public relations, problem resolution, quality assurance, and overall system commissioning. A deployment timeline and project schedule must be included. In addition, your response to this section should address how your Company will accomplish the electronic integration of meter change-out data between the City Computer System Billing System and your Company's electronic meter data management system. This section shall include details and full reference contact information for at least (3) three AMI conversion projects of 1,500 meters, or more. Key personnel must have been actively involved in the electronic upload/download of mass meter change-out data with at least three (3) AMI conversion projects. Identify software systems for data collection, post processing, filtering and editing positional data, including version.

Section 4 .Local Hiring

Weight = 10

The City requests use of the local workforce where possible and practical. Provide the Contractor's local hiring plan.

Section 5 .Proposal Cost

Weight = 30

The Price Proposal Form provided shall be fully completed for all items listed. Unit prices must be all-inclusive of labor, materials, equipment, overhead/profit, and all other associated costs for the item. Prices quoted must be firm for a period of ninety (90) days from the Proposal due date to allow sufficient time for examination of Proposals,

negotiations, and awarding of the contract. The City reserves the right to negotiate all pricing with the successful Contractor and to eliminate any proposal cost item(s) that is cost prohibitive to this project.

14. REJECTION OF PROPOSALS: The City of Williams reserves the right to reject any or all Proposals in whole or in part and to award by items, parts of items, or by any aggregate group of items specified. The City also reserves the right to waive technical defect when in its judgment the best interests of the City thereby will be served.

15. QUALIFYING PROPOSERS: Prior to awarding of Proposal, the City of Williams may require submission by Proposer of complete financial statement and questionnaire describing Proposer's financial ability and experience in performance of similar work.

16. RULES AND REGULATIONS: All work performed under this agreement shall be in strict compliance with local, State and Federal laws, rules and regulations. Proposer shall assume all liability for fines and penalties assessed by the authorities for any infractions.

17. MINORITY AND WOMEN WORK FORCE PARTICIPATION: The City of Williams abides by the established policy of: 1) promoting Minority and Women-Owned Business Enterprise participation in business contracts and 2) requiring Proposers doing business with the City to use good faith efforts to promote cultural diversity and minority participation in the work force, including managerial positions. Proposers must provide information as part of the Proposal acknowledging its understanding and willingness to comply with DBE Requirements.

18. DAVIS BACON WAGES AND AMERICAN IRON & STEEL PROVISION: This contract is subject to Davis Bacon and American Iron & Steel Provisions as outlined in #12 above and the "WIFA Contract Packet" (attached to this RFP). Note: Wage Decision is subject to change-please ensure you have most current wage decision prior to submitting proposal.

19. COSTS: The City of Williams bears no responsibility for any costs incurred in the preparation of the Proposal.

20. PROHIBITION OF LOBBYING. Except for negotiations authorized by the City of Williams, or other state or federal law, lobbying by the proposer, or the proposer's principals, officers, employees, attorneys, or other agents, is strictly prohibited during the Proposal Period. Lobbying in violation of this section may cause the proposal to be rejected. "Lobbying" means influencing or attempting to influence action or non-action in connection with this RFP or the proposal, through direct or indirect oral or written communication with the City of Williams staff and elected officials or any member of a City appointed Board. The following activities are not within the definition of "lobbying," and are permitted: requests for clarification submitted in accordance with this RFP, discussions with the City Selection Committee as part of the selection process, the submission of additional information in response to a request by the City, and

addressing the City Council during the City Council meeting at which the contract is awarded or all proposals are rejected. The Proposal Period begins on the date that this RFP is issued and ends when the contract is awarded or all proposals are rejected.

21. **SELECTION PROCESS:** For the purpose of selecting the most qualified Contractor, the City of Williams will use a competitive selection process as set forth in pertinent City and State procurement requirements. The procedure will involve the following steps:

a. The City will advertise a formal Request For Proposals.

b. The City Selection Committee will review, rank, and shortlist all Proposals received by May 6th, 2015 at 1:00pm. Oral presentations by the short-listed Proposers to clarify their Proposals may be required. These presentations will serve to explain implementation techniques integral to their written Proposal. Subsequent to the receipt of Proposals, the City may schedule a time for each requested oral presentation.

c. The City's Selection Committee will then rank each Proposal and prepare a recommendation for approval. Upon City approval, the City Manager shall negotiate a contract with the selected Contractor. Should the City Manager be unable to negotiate a satisfactory contract with the Contractor considered to be most qualified, the City Manager, or designee, shall terminate such negotiations with that Contractor and begin negotiations with the next most qualified Contractor and so on until negotiations are deemed successful by the City.

d. The City of Williams with the approval of the Water Infrastructure Finance Authority (WIFA) has the sole authority to bind the City to the terms and conditions of a contract that has been approved by the City Council, executed by the City Manager, and approved by the City Attorney. The City reserves the right to modify or reject any contract for the acquisition of goods and/or services submitted to it for consideration.

II. SCOPE OF WORK

A. The Contractor will be responsible for purchasing and providing **ALL** equipment ("Primary" and "Secondary" Equipment, such as AMI network equipment, meters, miscellaneous fittings, pipes, valves, turf grass/sod, landscaping and other necessary construction/paving materials, etc., required for a fully functional system. The Contractor will be responsible for storing and securing the Equipment. Certain City property is available for the contractors use in storing the Equipment. Compliance with standard City Standard Details and Materials Specifications is required and these documents are available electronically upon request.

B. The Contractor will be responsible for installing **ALL** equipment and related civil type construction (installing new meter boxes or repairing utility cuts as appropriate). Contractors who are unable to perform install as part of their proposal will not be considered.

C. The Contractor is responsible for obtaining all necessary permits as may be required by the City, County or State.

D. Contractor is responsible for verifying all meter installation needs with regard for any fittings needed to install new meter versus the existing meter.

E. The project must be completed within two hundred and forty (210) calendar days of the City's Notice to Proceed and receipt of sufficient quantities of Primary Equipment to begin work. Additionally, the Contractor must warranty its labor, materials, and installation for a minimum period of twelve (12) months following completion as evidenced by final project approval by the City.

F. The Contractor will coordinate with City staff to obtain an electronic download of all utility billing data to import into the Contractor's electronic meter data management system. The City currently utilizes utility billing software and it is the Contractor's responsibility to ensure accuracy of all data electronically imported/exported throughout the duration of the project so as not to disrupt the City's existing meter reading and billing processes in any way. The software technology must be supported by its manufacturer for at least the next 10 years. Such guarantee shall be provided by the supplier of said software technology.

For each meter location where the meter is to be replaced, the Contractor shall electronically capture the following:

1. Address/Service Location
2. Photographs:
 - a. Existing condition of meter box surroundings.
 - b. Existing condition of facility being served with meter box in foreground.
 - c. Existing condition of closed meter box.
 - d. Existing condition of open meter box.
 - e. Replaced meter condition of closed meter box.
 - f. Replaced meter condition of open meter box.
3. Previous meter reading (along with a digital photograph of the meter)
4. Install date
5. Meter size
6. Current meter reading
7. Previous meter and register serial numbers
8. New meter and AMI register serial numbers
9. New AMI transmitter serial numbers

10. Meter GPS Coordinates

This data will then be delivered to the City in an acceptable electronic format suitable for mass upload into the City's billing system. Electronic uploads will take place two (2) times per week and coordinated with the City's staff. In addition to the twice weekly work completed acceptable electronic file provided to City, contractor will provide a completed meter route to the City within 24 hours of completed installation of a full route.

G. All meters removed by the Contractor will be stored and disposed of by the Contractor. All removed meter test result(s) shall be provided to the City. **Any credit towards the City for the salvage value of said components should be noted in the proposal.**

H. The City combined with the Contractor will be responsible for mass media publicity and general notices to customers (e.g. bill stuffers). The Contractor will be responsible for shutting off the water to each meter service as well as notifying each customer of the shut off. The Contractors' team will knock on the doors of residential customer's as well as leave notifications on their doors. In the case of commercial customer's (business, schools, hospitals, industrial, etc.) special efforts will be made to ensure minimum disruption to their water needs, which may necessitate that the meter replacement be conducted during non-business hours and weekends. The City shall approve in writing the text of all door hangers, notices and other written communications with customers. The Contractor will maintain a local office and local telephone number to assist customers with their concerns or to schedule locations for after-hours work.

I. The Contractor shall propose detailed scheduling and installation procedures to the City for approval prior to scheduling or commencing installations. The procedures shall be designed to optimize the work of the field personnel and all other staff working on the project, and reduce impacts on customers.

J. The City must be given online access to the Contractor's project management software in order to interactively track installation productivity, number of meters installed per day, substantial completion by route, anticipated completion date by route, and other key performance indicators. If online access is unavailable, a weekly report containing said information shall be provided to City Manager.

K. The Contractor shall assign qualified and responsible employees to each aspect of the requested work. All employees shall be presentable and act professionally during the course of the project. All employees shall wear a uniform that identifies the Contractor by name, as well as a prominently displayed photo identification badge. All employees shall be issued and carry a letter describing the project and work to be performed. A complete list of all employees and their duties must be submitted prior to beginning work.

L. The Contractor shall operate/maintain all vehicles and equipment in a legal, safe, and responsible manner and have the Contractor name, logo and contact information prominently displayed.

M. Before, or at the time of installation, the Contractor shall inspect the existing water meter setting, including piping, meter pit and shut-off valves. If the Contractor determines that conditions do not meet the required specifications or they are such that damage to the existing setup would result, the project manager shall so inform the City, not attempt the installation until the site is inspected by an authorized City representative, and postpone installation at that site until the City authorizes the Contractor to proceed with the work. The Contractor shall provide acceptable advance notice to property owners prior to any activity that will interrupt water service.

N. The Contractor is responsible for any damage to City owned or privately owned property that occurs at either side of the meter resulting from its installation efforts. Any damage incurred will be promptly repaired at the Contractor's expense. In addition, and only with prior notice to the City, the Contractor is not liable for any preexisting conditions such as leaks, faulty workmanship from previous projects, or faulty existing materials. The Contractor shall photograph the area surrounding the meter prior to commencing work to document existing conditions.

O. The Contractor shall be responsible for replacing any meter, AMI unit, or appurtenances improperly set by its employees. The Contractor shall correct any damage to couplings, threads, unions, or meters by use of improper tools or cross threading by an employee. The Contractor shall be responsible for correcting any leaks at the valves, couplings, or service lines that could be reasonably attributed to the meter installation if reported by the City or its customers within the warranty period.

P. The Contractor is responsible for repairing any damage it causes to meter boxes and/or vaults that result from its installation efforts. Some areas of concrete, asphalt or other paved surfaces may need to be removed in order to gain access to meters. In this case, the Contractor will restore the affected area to a condition as close as possible to the condition as it existed prior to installation and in conformance with standard City specifications.

Q. The Contractor shall replace all damaged, inadequate, or undersized meter boxes encountered with new meter boxes.

R. Should the Contractor receive a call or complaint from a customer or the City regarding installation, the Contractor shall immediately log the call, including caller's name, address, account number if available, date, and time of call, nature of problem, and the action taken. Copies of all logs shall be forwarded to the City not less than bi-weekly. The Contractor must plainly identify the proposed mapping accuracy and GPS survey instruments they intend to use, including manufacturer, model, and year, for collecting coordinate and observation data for this project.

S. The contractor shall notify the City if it discovers or suspects an address or structure believed to be connected to the water distribution system is not currently equipped with a water meter. Upon consultation with the City, installation of a new service for said property shall be performed by the contractor. Unexpected costs in such cases shall be above and beyond the scope of this RFP, but will be paid at the same rates as provided in this project.

III. EXISTING METER INVENTORY (approximate)

Meter Size	Quantity
3/4"	1,284
1"	64
1-1/2"	4
2"	34
3"	6
4"	3
6"	1

NOTE: Existing meter inventory counts are based upon best available active and inactive utility billing record data and may differ from actual system totals. **Final compensation shall be based upon the actual number of meters replaced and/or work completed.**

IV. DESIRED SPECIFICATIONS

See Exhibit A for Typical Install/Equipment Specifications. To complement recent meter investment, City desires equipment to be Sensus iPERL or "equivalent" (as determined by City).