

REQUEST FOR PROPOSALS

Water Meter Installation and AMI Implementation

Issued: March 29, 2022

Due: July 7, 2022

**TAYLORSVILLE-BENNION
IMPROVEMENT DISTRICT**



TAYLORSVILLE-BENNION IMPROVEMENT DISTRICT REQUEST FOR PROPOSALS (RFP)

Water Meter Installation and AMI Implementation

GENERAL

Taylorsville-Bennion Improvement District (the District) is a Political subdivision of the State of Utah organized in April 1957, for the purpose of providing sewer and water services. The District serves a population of approximately 70,000 people and approximately 17,100 connections.

The District employs 34 people and operates and maintains approximately 244 miles of water lines, 11 wells, 2 sewer lift stations, 1 sewer siphon, and approximately 186 miles of sewer collection lines. The principal place of business and offices of the District are located at 1800 West 4700 South, in Taylorsville, Utah.

RFP CONTACT

This Request for Proposals (RFP) has been prepared by the District and the District is the issuing entity of this RFP. The District's representative for this RFP is Bruce Hicken, Director of Finance. Questions or comments may be directed to Bruce Hicken 801-963-3192 or bruce@tbid.org.

SCOPE OF WORK

The District has water meters and radios that need to be replaced. Additionally, the District is seeking to upgrade from a mobile Automated Meter Reading (AMR) system to an Advanced Meter Infrastructure (AMI) system; which could be a fixed base, cellular or other solution. The selected respondent shall provide a complete description and proposal for each of the following tasks (each task is further described below):

1. Task 1 – Meter and Radio Replacement
2. Task 2 – AMI Software Implementation
3. Task 3 – Meter Installation
4. Task 4 – Customer Portal

Task 1 – Meter and Radio Replacement

Project includes providing meters and radios (MIUs, MXUs, transmitters) for the following approximate number of connections:

- 5/8" x 3/4" – 15,870
- 1" – 432
- 1.5" – 378
- 2" – 303
- 3" – 25 (6 Turbine & 19 Compound)
- 4" – 19 (8 Turbine & 11 Compound)

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- 6” – 9 (6 Fire-Protect Meters & Assembly & 3 Standard Meters)
- 8” – 4 (Fire-Protect Meters and Assembly)
- 10” – 1 (Fire-Protect Meter and Assembly)

Meters and radios shall be comprised of all new equipment. The term radios is inclusive of the antenna and necessary wiring. Components shall be produced by established manufacturers. Vendor supplying proposal must provide local service.

Meters

The service meter shall be covered by a 20-year service life and accuracy warranty. At a minimum, the service flow meter shall conform to accuracy and pressure loss requirements of the AWWA C700 series of standards for various meter sizes and types.

The lead content of the service meters shall be compliant with NSF/ANSI Standard 61 Annex F and G.

The service flow meter shall be able to communicate the following information:

- Water meter readings matching exactly with the register odometer of the water meter.
- Leak, tamper, and reverse flow data.
- Data stored at 15-minute intervals over a 24-hour period.
- Stored data to a data collection system.
- Data at least once daily at a time selected by system operator.
- An eight-digit visual registration at the meter.
- The following attributes at the specified time interval and over the specified temporal period:
 - Water System Number (static value)
 - Meter Identifier (static value)
 - Water type – potable or secondary (static value)
 - Time stamp of reading accurate to the nearest second
 - Flow rate at time of reading in gallons per minute
 - Cumulative volume passed through the meter at time of reading.
 - Unit shall be capable of synchronizing with local network time and automatically adjust for daylight savings time and leap year.

Radios

At a minimum, radios shall wirelessly receive data from residential and commercial water service flow meters and source water flow meters.

Radios shall be capable of reporting the following data and metadata with each reading logged:

- Water System Number (static value)
- Meter/Sensor Identifier (static value)
- Geographic Coordinates of attached meter/sensor location (static value)
- Time stamp of reading accurate to the nearest second
- Flow rate at time of reading in gallons per minute or level in feet and tenths of feet.

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- Cumulative volume passed through the meter at time of reading.
- Radio shall be capable of synchronizing with local network time and automatically adjust for daylight savings time and leap year
- Radios shall log readings from each meter/sensor every 15 minutes continually

Radios shall transmit readings to a central data storage unit at least once daily via:

- FCC licensed radio frequency or
- Cellular signal or
- Wireless internet signal or
- Another proven technology to be specified

Radios shall be capable of storing data for a minimum of thirty days in the event of communication failure between the radio and the central data storage unit.

In the event of communication failure, stored readings on the radio shall be accessible and downloadable by at least one of the following methods:

- Wireless communication (NFC, Bluetooth)
- Serial cable connection to a portable computer
- USB cable connection to a portable computer
- USB flash drive direct download
- Ethernet
- Fiber optic

Radios shall come with all necessary software to communicate with, access, and download stored memory

Task 2 – AMI Software Implementation

Project includes complete implementation for AMI software solution including the following aspects:

- Collecting, importing and integrating data from meters to the District billing software
- Providing all necessary training
- Providing ongoing customer support

Task 3 – Meter Installation

- Meter installation for all meters up to 2” (installation of 3” meters and larger will not be part of this RFP) and radios will be required by qualified installers
- It is initially thought that all meter and radio installations shall be completed in 2023 and 2024 with approximately half completed in each of those years. Full installation in 2023, if possible, will be considered.

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Task 4 – Customer Portal

Project will include implementation of a customer portal to provide the following information to our customers:

- Daily water consumption
- Projected monthly water consumption
- Continuous flow alerts
- Consumption exceeding user-defined thresholds
- Alerts when consumption is detected during drought restrictions (when outside watering is detected or certain limits are being reached like tier 3 or 4 water, etc.) (this would be good for the District to get an alert as well)

TIMELINE

The following timeline will be followed with respect to this RFP:

1. Beginning date: Tuesday, March 29, 2022
2. Response submission deadline: Thursday, July 7, 2022
3. Anticipated evaluation committee review period: Friday, July 8, 2022 – Monday, July 18, 2022
4. Anticipated award of contract: Wednesday, July 20, 2022 or Wednesday, August 17, 2022

CONTENTS OF PROPOSAL

The District requires all proposals to be submitted in two separate documents. The first document will include responder information and requested qualification criteria as outlined in items B and C below and shall be no more than twenty (20) pages in length. The second document will be the Cost Proposal, described in item D below, and shall be no more than five (5) pages in length.

Proposals should be submitted following these guidelines:

A. Submission Time, Place and Manner

Printed copies (8 copies) or an electronic copy (in PDF format), of the Proposal Documents and Cost Proposal, must be received on or before Thursday, July 7, 2022 at 4:00 p.m. (MDT). Mail to Taylorsville-Bennion Improvement District, PO Box 18579, Taylorsville, UT 84118, or e-mail as follows:

Proposal Documents: Attention: Bruce Hicken
E-Mail: bruce@tbid.org

Cost Proposal: Attention: Mark Chalk
E-Mail: mark@tbid.org

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Late Submission: Proposals received after July 7, 2022 at 4:00 p.m. (MDT) will not be considered. Any mailed proposal received after that date and time will not be considered, irrespective of the date of mailing or any other factor.

B. Responder Information

The first page of the proposal should include:

Title: “Proposal for Water Meter Installation and AMI Implementation”
Responder information: Company Name / RFP Contact Person
 Address
 Telephone
 E-Mail

C. Response Criteria

The proposal should address the following:

1. Qualifications and ability to provide and install meters, implement an AMI software solution and provide a customer portal:

Qualifications and expertise:

- Provide a brief description of your company including ownership, volume of business, number of employees, and number of years in business
- Describe your overall business philosophy
- Describe your company’s strength in the marketplace
- What distinguishes your company and the services you offer from other companies
- Describe your recent experience in implementing a Meter Installation and AMI implementation project

Support team:

- Describe the team that would service the District relationship, specifying the individual who will be the lead person; include vendor and local support personnel
- Describe the responsibilities, expertise, experience, and education of each team member

2. Work plan:

Include a complete narrative of your assessment of the work to be performed, your company’s ability and approach, and the resources necessary to fulfill the requirements. Include discussion of the following:

Meters and radios

Include:

- Recommended meters for each size identified in the scope section

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- Warranty for recommended meters and any associated batteries and anticipated life
- Documented accuracy information of the meters recommended, including source of documentation
- Recommended radios
- Describe meter, register, radio (including antenna) configuration and how connections are made as well as what type of meter pit lid is required or compatible
- Warranty for recommended radios and anticipated life
- Ability of radio to work with all meter sizes from 5/8" x 3/4" to 10" (or larger)
- Ability of radio to be programmed over-the-air
- State if meters are compatible with radios from other manufacturers
- State if radios are compatible with meters from other manufacturers
- List the environmental specifications of the meter and radio and describe their ability to withstand extreme high and low temperature conditions as well as their resistance to water intrusion
- Describe if meter and radio have a field-replaceable battery or not
- Explain process for activation and programming of meters and radio
- Indicate if remote-disconnect meters are available for each meter size listed
- Indicate location(s) where meters and radios offered in this proposal are manufactured
- Indicate if subcontractors will be used in the manufacture of any of the components, service, or support requested in this RFP

AMI software solution

- Provide complete propagation study
 - Include level of confidence that the propagation study will effectively gather 100% of data from 100% of the meters
 - Describe measures that would be taken to ensure all radios are able to be read via AMI and minimize or eliminate any unreadable pockets
- Describe the approach that would be taken to transition from our existing system to your recommended system
- Describe the system flow data, listing each component and how they interface. Detail the proposed system configuration. Describe the interface to the District's communication network.
- Recommended communication method (fixed base, cellular, other) from meters to AMI system
 - List advantages of your proposed method of communication
 - Identify who owns the communication equipment
 - If recommending cellular, indicate and describe the communication platform that will be used
 - List any limitations that your proposed method may have, including during blackouts in the area, during emergencies, etc
- Describe the ability of the system to support and communicate high priority alarms for all endpoint radios that experience tampering, cut cables, radio

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- communication errors, backflow events, leak detection, reverse flow and endpoint reprogramming attempts.
- The ability of the AMI system to effectively communicate with the District software (Caselle)
- Ability of software to provide at least hourly usage/consumption readings delivered at least daily
- Describe how long AMI data is stored, where it is stored and does the utility have access to it and the ability to download it
- Describe secondary method for reading meters should the primary method fail
- Describe data redundancy measures abilities of the software
- Describe data protection, cyber security measures of the software
- Describe the data analysis that would be available as part of this software that would be beneficial to the District and state if it is included or would require additional costs

Meter installation

- Propose a complete solution for meter and radio installation including all necessary on-site field programming
- Describe recommended meter installation process
- Describe who would be performing the meter installation and provide a summary of their experience to perform a meter changeout
- Indicate the qualifications of the company / individuals that would be performing the meter changeout including if they are insured and licensed to perform the duties in Utah
- Describe ability and process that will allow completion of all meters with the timeframe indicated in the Scope section
- Indicate the recommended type of meter lid material and state if our existing cast iron meter lids will need to be replaced to be able to communicate with radios
- For pit or vault applications, the pit endpoint radio antenna should be designed to be installed through the industry standard 1-3/4" hole in the pit lid with no degradation of transmission range. The pit endpoint radio antenna will be capable of mounting to various types and thicknesses of pit lids — cast iron, aluminum, concrete, composite or plastic from 1/2" to 2-1/2" in thickness

Customer portal

Include:

- Description of customer portal interface
- Will the Customer Portal be outsourced to a 3rd party or an in-house product
- Customer support for the portal available to the District
- Customer support for the portal available directly to the customer
- Information available to the customer in the portal
- Description (or screenshot) of the recommended dashboard or launch screen
- Summary of information that you would recommend in the customer portal to assist customers to understand their water consumption

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3. Past performance:

- List references (including a contact person and that person's contact information and title) of entities for which similar services have been provided, and who can render an opinion regarding the ability of the responder to provide those services
- Describe any work performed for water and/or sewer districts, or other similar local or special service districts

4. Standard Agreement:

Provide a standard contract, including terms and conditions, which your company uses for meter and radio replacement and meter installation services. This is necessary to satisfy Utah Code Ann. § 63G-6a-703(2) (e).

5. Conflicts of interest:

Indicate whether there are any potential conflicts of interest that would affect the ability of your company to fairly represent the District. For each potential conflict of interest state:

- The names of the individuals and entities involved;
- The nature of the conflict, and
- The steps that responder will take to mitigate the impact of the conflict

D. Cost Proposal (Separate Document)

In a separate document entitled "Cost Proposal", include all information on cost. A proposal may be deemed to be nonresponsive if any cost information is included in any portion of the proposal response other than in the "Cost Proposal" document. Please include the following:

1. Cost for each meter size listed
2. Per unit cost for each radio
3. AMI software cost; including implementation and recurring, ongoing costs
4. Cost of complete meter and radio installation
5. Customer portal, including any annual per customer costs
6. Indicate any shipping or freight costs (if any)
7. List other anticipated costs that will require reimbursement, either on an actual cost basis or any other basis, if any
8. Cost Proposal spreadsheet is provided for convenience and ease (available electronically upon request)
9. All costs are to be firm offers for no less than 180 days
10. Any other information relevant to cost

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EVALUATION AND CONTRACT

An evaluation and selection committee will meet to consider all responsive proposals submitted and rank the proposals based on the criteria stated below.

Evaluation categories are assigned a maximum number of points for evaluation purposes, with a maximum cumulative total of 100 points. Cost proposals will be retained by the District and will be evaluated only after the basic proposals have been evaluated and ranked. The proposals will be evaluated based on the following factors:

	Criteria	Score (0 - 5) *	Weight	Maximum Points
1	Demonstrated qualifications and ability to provide design services:			
	Qualifications and expertise	5	x 2	10
	Support team	5	x 2	10
2	Work Plan			
	Clearly written proposal which indicates an understanding of the key issues, clearly defines deliverables, and the responders ability to meet the requirements and specifications listed.			
	Meters & Radios	5	x 3	15
	AMI Software Solution	5	x 3	15
	Meter Installation	5	x 1	5
	Customer Portal	5	x 1	5
3	Past Performance			
	Demonstrated experience (i.e. proven track record). Positive references indicating successful past performance for districts or other similar water providers.	5	x 3	15
4	Standard Contract Provided			
	The provided contract should be suitable for the services being sought and the relationship between TBID and the company responding to the RFP. The contract should be fair and balanced and should adequately protect TBID's interests. TBID reserves the right to discuss proposed contract terms and negotiate appropriate changes with the successful company.	5	x 1	5
5	Conflicts of Interest	P/F		
6	Cost Proposal - based on formula described under cost section	5	x 4	20
Total Maximum Score Available				100

Score (0 – Unacceptable, 5 – Superior)

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Evaluation Process

Phase 1: The evaluation committee will review all proposals that are timely received. Proposals that are not responsible, responsive, or do not comply with the requirements of this RFP and the requested submission format will be eliminated from consideration.

Phase 2: The evaluation committee will evaluate proposals that are not eliminated in Phase 1 in accordance with criteria 1 – 4 listed above. Proposals that achieve a total technical score of 60 points or more will be designated as finalists and will move on to Phase 3.

Phase 3: If needed, discussions may be conducted with responders who were not eliminated in Phase 1 or Phase 2. The discussions may be conducted in person, electronically or by telephone. The scores awarded under Phase 2 could be adjusted, if justified. If discussions are deemed unnecessary, proposals may be evaluated and ranked without discussions.

Phase 4: After the adjustments described in Phase 3 are made, if any, each finalist will receive a score for “Cost” of up to 20 points, as follows:

The proposal with the lowest cost will receive the maximum points available. All other proposals will receive points determined by the ratio for the lowest proposal’s cost to each other proposal’s cost with the points being rounded down to the nearest whole number. Recurring costs will be computed over the anticipated life of the meters and radios (20 years). The ratio is calculated as follows: the maximum points available for the cost category, multiplied by lowest proposed price/proposal price.

Utah Procurement Code

All proposals will be evaluated in accordance with the requirements of the Utah Procurement Code, Title 63G, Chapter 6a of the Utah Code.

E-Verify Compliance

The company that is awarded the bid must certify that they are in compliance with Utah Code Ann. § 63G-12-302(3) (including amendments and substitutions to the law) relative to the verification of the work eligibility status of employees and, in particular, that Company is registered and participates in a Status Verification system as required by law. Please see attached certification form.

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Accuracy of Proposal

All proposals will be relied upon to be true and accurate. The District will rely on this information when evaluating each submission by the criteria listed in the Evaluation and Contract section.

Best and Final Offers

In accordance with Utah Code Ann. § 63G-6a-707.5, the evaluation committee may request best and final offers from responsible offerors who have submitted responsive proposals that meet the minimum qualifications, evaluation criteria, or applicable score thresholds identified in this RFP, if:

1. no single proposal addresses all the specifications stated in the request for proposals;
2. all or a significant number of the proposals are ambiguous on a material point and the evaluation committee requires further clarification in order to conduct a fair evaluation of proposals;
3. the evaluation committee needs additional information from all offerors to complete the evaluation of proposals;
4. the differences between proposals in one or more material aspects are too slight to allow the evaluation committee to distinguish between proposals;
5. all cost proposals are too high or over budget; or
6. another reason exists supporting a request for best and final offers, as provided in established rules.

Best and final offers will then be evaluated and scored by the evaluation committee in accordance with the evaluation criteria and procedures stated in this RFP.

Contract

A contract may be awarded (pending successful contract negotiations) to the responder whose proposal is the most advantageous to the District, taking into consideration price and the other evaluation factors described in this RFP.

In accordance with Utah Procurement Code, the District reserves the right to award the contract to a technically lower-cost responder that scored lower than the highest scoring responder if, based on a cost benefit analysis required by the Utah Procurement Code, the highest scoring responder will not provide the best value to the District.

The contract may be for a period of up to five (5) years, and may be canceled at any time with or without cause upon 30 days written notice from either the District or the company.

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The District reserves the right to reject any and all proposals.

Addenda

In the event that it becomes necessary to revise any part of this RFP, respondents that are invited to submit in response to the RFP, and any other person requesting such information, will be notified by e-mail that a copy of the addenda is available. It is the responsibility of each respondent to ensure that its contact information given to the District is correct. The final date for the issuance and notification of addenda will be five (5) days prior to the due date of the proposal.

Protected Information

As a governmental entity, the District is subject to the Government Records Access and Management Act, Title 63G, Chapter 2 of the Utah Code (“GRAMA”), and cannot guarantee that information provided in a proposal will not be subject to disclosure under GRAMA.

Cost of Responding to RFP and Contract Negotiations

All expenses relating to responding to this RFP, including, but not limited to, preparing, submitting, and presenting a proposal, attending meetings in relation to this RFP, discussions, and all travel, dining, lodging, and communication expenses will be borne by the responder. The District assumes no liability for any costs incurred by a responder in responding to this RFP.

All expenses of the successful responder relating to conducting contract negotiations, including, but not limited to, drafting, research, legal review, preparation, attending meetings, site visits, travel, dining, lodging, and communication expenses will be borne by the responder. The District assumes no liability for any costs incurred by a responder relating to contract negotiations.

Responder will not bill for any expense that was incurred before the contract is signed.

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**CERTIFICATION OF COMPLIANCE
WITH E-VERIFY PROGRAM OR EQUIVALENT**

This is to certify that _____ (“Company”) covenants, represents and warrants to Taylorsville-Bennion Improvement District (“the District”) that Company is and at all times during the performance of any contract with the District will be in full compliance with the requirements of Utah Code Ann. § 63G-12-302(3) (including amendments and substitutions to the law) relative to the verification of the work eligibility status of employees and, in particular, that Company is registered and participates in a Status Verification system as required by law.

Dated this ____ day of _____, 2022.

Name of Company

By: _____

Title: _____

Printed Name: _____