

REQUEST FOR PROPOSALS

Request for Proposals (RFP) from firms interested in providing services for the following proposed project, will be received until the date and at the location indicated below.

PROJECT NAME: Brandon Utility Water Meter Project

LOCATION: Brandon, Mississippi

DESCRIPTION OF PROJECT: The city of Brandon, Mississippi (hereinafter “Brandon”) is seeking the services of a firm/team with experience regarding water meter installation and management. Respondents should have broad experience in citizen involvement, planning, cost analysis, implementation, and maintenance.

GENERAL SCOPE OF WORK: Brandon is seeking proposals to complete a fixed-based, automatic meter reading system complete with associated software, hardware, support, and maintenance.

Proposals shall include qualifications, descriptions of similar projects, resumes of key staff who would be assigned to the project, identification of the location from which the work would be performed, and at least three (3) current or former client references. Two hard copies and one digital copy shall be provided by the date and time listed below.

Sealed proposals will be accepted by Brandon until 1:00 p.m., on October 31, 2017. Sealed proposals must be submitted to the city of Brandon, attn: Angela Bean, City Clerk , 1000 Municipal Drive, Brandon, MS 39042 or Post Office Box 1539, Brandon, MS 39043. Questions should be emailed to CSmith@BrandonMS.org.

RFP REQUIREMENTS: All Proposals in response to the RFP must be submitted by the time indicated above, must use the provided material and shall be placed in a sealed envelope, with the following markings placed on the outside front:

“Brandon Utility Water Meter Project 10312018”

The respondent’s name and address shall also be indicated on the outside envelope.

Brandon reserves the right to reject RFP responses.

I. INTRODUCTION

1. About Brandon, Mississippi.

Brandon is located in Rankin County. Currently Brandon has over 23,000 citizens and has approximately 10,284 water meters. Brandon has a mixture of both suburban and rural, residential and commercial, utility customers located within and outside of its corporate limits. Brandon is requesting each respondent provide as much information regarding the scope of this RFP, including but not limited the respondent's capabilities with respect to project management, the products and components proposed, installation, service, maintenance, warranties, and post-installation support and service.

The intent of this RFP is to solicit proposals for services for the installation and implementation of a fixed based advanced metering infrastructure (AMI) system and associated management and maintenance of thereof as described herein.

Brandon wishes to procure an AMI system which:

- 1) Provides integrated time interval data (not less than hourly) hourly.
- 2) Replaces existing water meters and increases the accuracy of the reads associated with the system through use of modern technology based products.
- 3) Increases the efficiency of the water system, lowers operating costs, and aids in customer service.
- 4) Provides water meter reading redundancy
- 5) Provides an option which enables the meters to be read in a *drive-by* method utilizing a mobile reading device capable of reading the same transmitter as the fixed base transmitter, or some other method which equals or exceeds those described.
- 6) Provides that while in fixed base mode, the system shall have two-way communication capability which allows the system to poll the transmitter at each meter location for a current read, and which also allows for upgrades of the fixed base transmitter firmware as to incorporate technology advances and/or as deemed useful and necessary by Brandon.
- 7) Utilizes an Exclusive/Primary Licensed FCC Frequency, or equivalent, to enable robust operation, high capacity bandwidth, interoperability with current and future applications and future upgrades and advancement. Respondents may also submit a cellular option possessing the same characteristics.
- 8) Provides meter leak detection on the distribution and customer sides of the meter..
- 9) Provides component pricing and after sale service costs post-completion of the Project.

II. GENERAL CONDITIONS.

1. Reservations:

Brandon reserves the right to reject any or all RFP proposals and/or to waive informalities.

This RFP is intended to encompass all necessary components for a complete AMI system. Each respondent must include all components and be capable of supplying any component of the RFP.

Brandon reserves the right to cancel any contract awarded via this RFP process, if in it's opinion, there is a failure perform the Terms and Conditions and/or to adhere to the equipment specifications outlined in this RFP.. Any contract termination shall not affect or impair any right or claim of damages by Brandon for any such breach

All items furnished must be completely new and free from defects unless specified otherwise. Upon award of the project, Brandon and the selected respondent shall enter into negotiations for an executable contract. This contract will detail project expectations and milestones and be the governing document throughout the life of the service agreement. The selected respondent shall have one year after a Notice to Proceed has been issued to complete the installation of the project. At the time of contract execution, any documents such as End User Licensing Agreements (EULA) and other similar product and software documents including warranty documentation will be executed and entered into the body of the executable contract as attachments.

2. Quotations:

Each respondent must choose its single best solution that meets the specification for this project. Each respondent must determine for themselves which solution to offer.

3. Cartage, Freight & Transportation Charges:

Unit prices shall include freight and delivery charges to locations in the city as specified by Brandon.

4. Warranty:

All equipment, accessories, and component parts shall be guaranteed to be free of defects in workmanship and design and to operate as specified and intended. The manufacturer's standard warranty or potential extended warranty, whichever is greater, shall be given Brandon at time of acceptance. The effective date of the warranty shall be the date the Project has achieved substantial completion and is accepted by Brandon. Each respondent is encouraged to propose extended warranties for the material and workmanship and other

components of the Project which extended warranties will be considered in evaluating the merits of the proposals.

COPIES OF ALL WARRANTIES SHALL BE INCLUDED WITH EACH RFP RESPONSE.

If, within the warranty period, any defect or signs of deterioration are noted, which, in the opinion of Brandon, are due to faulty design, installation, workmanship, or materials, upon notification, the successful respondent, at its expense, shall repair or replace the same to the complete satisfaction of Brandon. All repairs, replacements or adjustments shall be made only at such time as determined by Brandon to be the least invasive and inconvenient to Brandon and its customers. Any component which fails during the warranty period shall be replaced at respondent's expense.

5. Interpretation:

Should any respondent have any questions as to the intent or meaning of any part of this RFP, he shall contact Charles Smith in writing via email at CSmith@BrandonMS.org a minimum of 72 hours prior to the submission deadline in order to receive a written reply before submitting their response. All replies will be in writing and will include the question and the response. All replies will be provided to all parties who have requested or thereafter request, an RFP packet from Brandon. If in the judgment of Brandon, there is a need to extend and/or cancel the submission deadline to better address any question raised, notice of such extension and/or cancellation of the RFP process will be provided in accordance with Mississippi law.

6. Errors in Proposals:

Respondents are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting their response to this RFP. Failure to do so will be at the respondent's risk. In case of an error in extensions or pricing in the proposal, the unit price provided shall govern.

It is the sole the responsibility of the respondent to insure that its response arrives at the proper place and time as required in the RFP. Late submissions will not be accepted.

Brandon reserves the right to reject any incomplete or deficient proposals.

7. Federal and State Laws:

All items (equipment, products, accessories, and services) supplied by the Proposer shall comply with all Federal and State standards, applicable and effective on the date of acceptance. All items must meet or exceed all existing Federal, State, and Local health and safety standards.

8. Service Manuals:

The successful Proposer shall supply Brandon with two hard copies and one electronic copy of the operation and service manual.

9. Service after the Sale:

Respondent shall list the name and address of the nearest authorized service location. Proposers must provide service phone number and describe the hours of operation. Brandon requests that respondent include their best offer for after sale service and component pricing.

10. Qualified Respondents Only:

Brandon places substantial weight in this RFP process on the ability of the successful respondent to perform at the highest level and to provide an optimum quality product and service before, during and after the completion of the Project. Accordingly, at a minimum, each Respondent shall meet the minimum requirements as follows:

- A. Respondents must be factory authorized distributors for the AMI system proposed and be capable of processing the warranty claims for Brandon as part of ongoing service requirements.
- B. Post project completion, respondents must have a facility with personnel assigned to it located within 150 miles of Brandon's corporate limits capable of stocking future equipment needs of Brandon within 24 hours. Such facility must be staffed and in operation at the time of respondent's submission in response to this RFP. Information in this respect should be included in respondent's submission to the RFP.
- C. Post project completion, respondents must have at least one (1) on-staff, factory trained, AMI support specialist with the primary responsibility of providing AMI system support, sales, and service to its customers including Brandon and having AMI system support and service available 24/7 with the capability of providing emergency on-sight support and service within 4 hours of a request by Brandon and to include related billing charges as a project item added under the Contingency Item Section of the RFP Pricing Schedule. Information in this respect should be included in respondent's submission to the RFP. (Respondents shall provide a biography or resume of all key support personnel as part of their response.)
- D. Proposer must submit evidence of their compliance with this section in their response.

11. Ongoing Service Requirements:

Proposer must provide a detailed Service Agreement for post-completion. Each proposed Service Agreement should include detailed costs and options for service, technical support,

meter inventory and such other matters related to the effective operation, maintenance, and upgrade of the AMI system.

12. The evaluation of this proposal will be based on the following criteria:

Brandon may consider price, equipment qualifications, service and support, quality of the response and such other factors as it determines are reasonable and necessary to obtain the highest quality AMI system and post-completion operation, maintenance and support thereof in awarding any contract through this RFP process.

13. Rights of Respondent to Withdraw RFP Submission: Respondents shall have the right to withdraw their response if selection is not made within 90 days after the submission date.

14. Migration Ability Requirements:

The transmitter proposed must be capable of being read via a driveby collector or with a fixed base collector with only the addition of a small number of collectors and headend software/server being required. No additional hardware shall be required at the meter box location for a migration path from Automated Meter Reading (AMR) to AMI. In Fixed Base Mode the transmitter shall be fully two-way and able to provide a demand read to the meter transmitter (Two-way to the collector shall not be considered fully two-way.)

15. Proven System:

All proposed meter and transmitter model(s) shall have been commercially sold in the United States for a minimum of 3 years. Respondents shall provide a reference list of at least 3 customers using the brand and model of meter and transmitter quoted in its submission to the RFP. Brandon acknowledges that remote disconnect meters constitute new technology which may not have been commercially sold in the United States for 3 years prior to the submission deadline; however, Brandon will consider a submission which includes this meter and transmitter technology, with the provision that the respondent submit with particularity the relative merits and benefits of using remote disconnect meters and provide a reference list of at least 3 customers utilizing remote disconnect meters and having characteristics similar to Brandon is customer count and mix, area of service, terrain, and weather conditions.

All references must be from customers of a similar or greater customer count and mix, area of service, terrain, and weather conditions as Brandon.

Brandon intends to purchase only an AMI system which is proven by prior experience to meet all of the requirements identified herein.

16. Bonding Requirements:

The selected respondent shall furnish Brandon a payment and performance bond in a form approved by Brandon and in the amount of the contract awarded. The performance bond shall remain in effect until the project has achieved substantial completion as determined by the City's Engineer and Public Works Director.

17. Installation Aspects:

Each respondent shall provide with their submission to the RFP:

- Meter installation guidelines.
- A comprehensive project management and installation plan
- A minimum of three (3) utility systems references where respondent has provided installation and project management services and post completion service, support and maintenance for systems having a similar size, customer count and mix, service area, terrain and weather conditions as Brandon.

18. Installation Guidelines:

As part of this RFP, each respondent shall submit pricing for the installation of the system, water meters and endpoints. Thereafter, if Brandon determines to proceed with the RFP process and select a respondent, Brandon and the selected respondent shall enter into negotiations for a final contract the terms of which shall be generally consistent with this RFP. In conjunction with any contract which may be awarded in this process, the following provisions will be utilized to establish the basic requirements of the endpoint and meter installation provision.

Installation Responsibilities of the Proposer:

Water Shutoffs. The respondent shall be responsible for shutting off the water to each meter service as well as notifying each customer of the water shutoff. Some assistance may be required Brandon with the notification of its customers. Respondent shall knock on the doors of residential customers as well as leave notifications on their doors. Brandon is home to several large commercial customers such as schools, hospitals, nursing homes, etc. Special efforts will be made to ensure minimum disruption of service to these and other commercial customers. In order to prevent any damage from running flush valves or any other plumbing fixtures sensitive to water shutoffs, the respondent shall schedule replacements with these customers at times convenient to them and shall notify these customers when turning the water back on at these facilities.

Meter Boxes, Vaults, and Roadways. The respondent is responsible for repairing any damage it causes to meter boxes and vaults that result from its work on the Project; however, the respondent will not be liable for pre-existing conditions or leaks. The respondent may install new meter boxes as part of the project as authorized by Brandon, which installation

shall be billed per item at a rate established under the Contingency Item Section of the RFP Pricing Schedule. Meter Boxes shall be plastic boxes with lids unless a traffic rated box is required. With prior approval of Brandon, the respondent may use salvageable meter box parts to repair existing meter boxes. Some areas of concrete and other hard surfaces may need to be broken-up in order to gain access to meters. If this is the case, the affected area will be restored to a condition as close as possible to the condition as it existed prior to installation, and this repair work shall be billed as a project item added under the Contingency Item Section of the RFP Pricing Schedule.

Disposal. Brandon will provide a disposal site for the respondent to dispose of all replaced water meters, meter boxes and related equipment, waste, debris, and materials arising or occurring from the installation of components associated with the Project. The respondent shall collect all such equipment, material and debris from the work area and deliver such to the collection/disposal site designated by Brandon. Brandon will establish a storage location for any salvage material which shall be segregated for future use by Brandon. It is intended that all replaced meters, meter boxes and related equipment, material and debris shall be and remain the property of Brandon; however, Brandon may consider a salvage credit or off-set proposed by respondent in its proposal. Any such salvage credit or off-set shall be separately indicated in the proposal submitted as an option for Brandon to consider at a rate established under the Salvage Item Section of the RFP Pricing Schedule; **however, respondents should be cognizant that Brandon may not determine to include a salvage off-set in awarding the contract and may determine to retain all such equipment to salvage and/or dispose of as it deems appropriate.**

Liability. The respondent shall be responsible for any damages associated with its work on the Project and shall indemnify, defend and hold harmless Brandon, its officers, officials, agents and employees from any claims arising from respondent's acts or omissions related to its work on the Project. Any damages incurred will be promptly repaired at the expense of the respondent. The respondent shall not be responsible for pre-existing damage except as to any additional damage caused by respondent's work under the Project Proposer should document pre-existing damages prior to beginning work at that location and notify Brandon accordingly. Any request for repairs of such pre-existing damage by Brandon to the respondent shall be billed as a project item added under the Contingency Item Section of the RFP Pricing Schedule. In the event the conditions are unable to be reasonably anticipated to include on the pricing schedule, the respondent and Brandon shall negotiate the cost for the same before the respondent performs any such work in this respect.

Programming and Other Required Work: The respondent shall be responsible for proper programming of the transmission mode for each AMI Endpoint, and mount each transmitter through the pit lid. Each AMI Endpoint shall be mounted through the pit lid to optimize the performance of the system. The respondent is responsible for drilling or cutting holes in all metal and plastic lids. In the event concrete or other lids are not drillable, lid replacement may be required and negotiated between Brandon and the respondent.

Non-Covered Work. The scope of this Project contemplates a standard meter change out.. In the event that conditions at a location require nonstandard work i.e. move a service location etc., move fences for or other customer structures and/or items for access, install systems in heavy traffic locations alleys, parking lots, resize or re-plumb services, etc., the respondent and Brandon will resolve such issues before the respondent proceeds with work at such non-standard location. The respondent should include labor pricing for non-standard meter installation as a project item added under the Contingency Item Section of the RFP Pricing Schedule. In the event the conditions are unable to be reasonably anticipated to include on the pricing schedule, the respondent and Brandon shall negotiate the cost for the same before the respondent performs any such work in this respect.

Data Integration. As part of the scope of work, the respondent shall be responsible for the integration of all data collected and shall configure its software to interface with Brandon's Import/Export file.

Data Management: The respondent shall be required to acquire certain data as it completes the aforementioned installation work. This information will be acquired and delivered to Brandon in an electronic form compatible with Brandon's GIS system.

During the installation the respondent must provide digital data management. Information gathered in the field shall be provided to Brandon in an electronic format.

At least once a week, the respondent shall be required to provide as to each meter replaced during the period since the last report, the following:

- Old meter reading
- Old meter serial number
- New meter serial number
- New register serial number
- New transmitter serial number
- Photo of installed meter, transmitter, and box
- Installation date
- Name of installer
- Meter size

Meter GPS coordinates 2-5m accuracy

Data must be delivered to Brandon in an electronic/digital format that is compatible with Brandon's GIS system.

Responsibilities of Brandon during Installation.

- (a) **Owner-Furnished Data.** Brandon will provide the selected respondent all reasonably available technical data in its's possession, including previous reports, maps, surveys, and such other information for respondent to perform the work. Brandon will

identify the location of meters and will endeavor to locate the meter location in a timely manner.

- (b) **Access to Facilities and Property.** Brandon shall make its system facilities and properties available and accessible for inspection by the selected respondent.
- (c) **Brandon Cooperation.** Brandon acknowledges that its support is critical to the timely and effective implementation of the work and will provide such assistance as and when necessary in a timely manner.
- (d) **Utility Data Integration.** Brandon shall provide the selected respondent with an Import Export file format for its billing software in order for respondent to make necessary upgrades to its billing system and to enable the billing system to accept data from and push necessary data to the AMI system. Brandon shall ensure that its billing system has the necessary file Import/Export capability so that data collected in the field can be accepted by the billing software.

Timely Review. Brandon shall examine all invoices, and inspect all completed work by respondent in a timely manner and such invoices will be submitted to the Board of Aldermen for payment within 30 days of the approval of the same by the City's Engineer and Public Works Director. Regardless of any delay by Brandon in this respect, the respondent shall not delay work on the Project.

**Appendix A
Proposers Proposal Pricing**

Date: _____

Proposing Firm _____

The goal of this Project is to provide equipment, installation for a fixed base meter reading for Brandon that fully meet the requirements contained within this document.

Responding firms who meet all criteria outlined herein are invited to present a proposal addressing the following scope of work:

Item Number	Description*	Quantity**	Unit Price	Amount
WM-1	5/8 x 3/4" Water Meter with encoded register	9515		
WM-2	1" Water Meter with encoded register	200		
WM-3	1 1/2" Residential Water Meter with encoded register	200		
WM-4	2" Residential Water Meter with encoded register	1		
WM-3	1 1/2" Commercial Turbo Water Meter with encoded register	1		
WM-4	2" Commercial Turbo Water Meter with encoded register	50		
WM-5	2" Compound Water Meter with encoded register	50		
WM-6	3" Turbo Water Meter with encoded Register	30		
WM-7	3" Compound Water Meter with encoded Register	30		
WM-8	4" Turbo Water Meter with encoded Register	105		
WM-9	4" Compound Water Meter with encoded Register	100		
WM-10	6" Turbo Water Meter with encoded Register	1		
WM-11	6" Compound Water Meter with encoded Register	1		
WM-12	8" Compound Water Meter with encoded Register	1		
WM-13	8" Fire Line Water Meter with encoded Register	1		
WM-14	10" Fire Line Water Meter with encoded Register	1		

WM-15	5/8 x 3/4" Water Meter with encoded Register and Integrated Remote Shut Off Valve	1		
WM-16	1" Water Meter with encoded Register and Integrated Remote Shut Off Valve	1		
	Meter Subtotal			
I-1	Vehicle Mobile Meter reading device to include software, Hardware, and setup	1		
I-2	Handheld Programing device	1		
I-3	AMI Data Collector and Necessary Appurtenances			
I-4	Single-Port Transmitters for the meters listed above			
I-5	Dual-Port Transmitters for the meters listed above			
I-6	Acoustic Leak Detectors & Software			
I-7	Additional Software/Hardware required to make a functional Fixed Base Meter Reading system			
I-8	Billing Integration Fee	1		
	Infrastructure Subtotal			
L-1	Installation of 5/8 x 3/4" Water Meter with encoded register	9515		
L-2	Installation of 1" Water Meter with encoded register	200		
L-3	Installation of 1 1/2" Water Meter with encoded register	200		
L-4	Installation of 2" Water Meter with encoded register	100		
L-6	Installation of 3" Water Meter with encoded Register	60		
L-8	Installation of 4" Water Meter with encoded Register	205		
L-10	Installation of 6" Water Meter with encoded Register	1		
L-11	Installation of 8" Water Meter with encoded Register	1		
L-12	Installation of 10" Water Meter with encoded Register	1		
N-13	Project & Data Management	1		

	Installation Subtotal			
S-1	Salvage Offset Meters	10,284		
S-2	Salvage Offset Transponders	10-284		
	Salvage Subtotal			
X-1	Meter Technician	1		
X-2	Replaced Damaged Meter (Labor)	1		
X-3	Replace Damaged Transmitter (Labor)	1		
	Post Installation Service Subtotal			
D-1	Annual Data Hosting	1		
	Data Hosting Subtotal			
Contingency Items*** Only as authorized by Brandon priced per item				
C-1	Concrete/Asphalt repair Per SQ. Yard			
C-2	Repair Meter box lid			
C-3	Replace Meter box lid			
C-4	Replace 5/8 x 3/4" Curb Stop			
C-5	Replace/Install 5/8 x 3/4" Dual Check			
C-6	Replace 1" Curb Stop			
C-7	Replace/Install 1" Dual Check			

*All equipment contained herein must meet the specification outlined herein.

**Quantity is an estimation provided by Brandon, final project pricing shall be determined by actual meter numbers at the price per item as listed.

*** Contingency items include installation of Utility provided materials

**** Installation is to be priced for standard installation

Company submitting response: _____

Address of respondent _____

Signature of respondent. By signing below respondent acknowledges that they have the authority to sign on behalf of the responding company:

Signature: _____

Title: _____

