



**Request for Proposal for
Water Meter Upgrades**

**Augusta Charter Township
Washtenaw County, Michigan**

Augusta Charter Township,
8021 Talladay Road,
PO Box 100 Whittaker, MI 48190

Phone 734-461-6117

March 16, 2020

SECTION I: GENERAL INFORMATION

The purpose of this **REQUEST FOR PROPOSALS** is to seek a qualified Contractor to **PROVIDE AND INSTALL NEW WATER METERS AND UPGRADE THE METER READING SERVICE FOR AUGUSTA CHARTER TOWNSHIP.**

Three copies of the proposal shall be provided in a sealed envelope, presented in the format shown in Section IV of this RFP. All proposals must provide satisfactory evidence of ability to furnish services in accordance with the terms and conditions outlined herein. All proposals must be complete and must convey all of the information requested in order to be considered responsive. If the proposal fails to conform to the essential requirements of this RFP, Augusta Township will alone be the judge as to whether that variance is significant enough to consider the proposal non-responsive and therefore not considered for award. Proposals should include a sample agreement that can be used as a starting point toward a final agreement.

The successful offeror(s) will be required to provide a detailed description of the system coverage, meters, and a list of contacts for communities that have recently upgraded. Provide pricing for meters replaced and additional cost for upgrading existing meters to AMI capable ranging in size from $\frac{3}{4}$ " to 1".

The system coverage description must include:

1. The type of system (i.e. cellular or radio read)
2. Locations of necessary antennas, poles, or other equipment.
3. Required/recommended equipment and maintenance costs for the Township.
4. Fees for the data reporting system services (per meter, per system, annual charges).
5. A breakdown of the data reporting capabilities that can be sent to the Township that includes what data can be sent, compatibility with existing meters, frequency of data acquisition, alarm capabilities and on-demand or scheduled reporting, etc.
6. A breakdown of the data reporting capabilities that can be made available to the residents through an app or website.
7. Describe what capabilities if any, are available to automate the update of the Township's billing system with newly installed meter information. The township utilizes BS&A's Utility Billing application to manage utility operations.
8. The Township currently has one antenna tower located at the Township Hall that will be available for automated meter reading.

The meter description must include:

1. The meter manufacturer specifications, types and costs per type and size of meter. The Township has both ¾” and 1” meters installed.
2. Credit/discount for the Townships existing meters that are replaced.
3. Installation fee (per meter).
4. Installation by vendor employees or contracted to third party installation firm.
5. Projected timeframe of project start and projected completion.
6. Cost for vendor water shut offs as a part of the installation.
7. Meter and meter endpoint standard and extended warranty options.
8. Options to use existing meters.

SECTION II: TERMS AND CONDITIONS

ADDENDUMS: All addendums to the RFP shall be acknowledged in the cover letter of the submittal package. Errors and omissions in the proposal requiring correction shall be brought to the attention of Augusta Township in writing. Augusta Township shall only recognize written addendums.

AWARD CRITERIA: Technical Proposals will be evaluated, qualified and ranked. The highest ranked proposal(s) may warrant an oral presentation. If applicable, you will receive an invitation to make an oral presentation. Augusta Township reserves the right to interview any, all or none of the responding firms to this RFP. The Township anticipates that it will award the contract at the May 12, 2020 Board Meeting. All respondents will be notified in writing of the final decision.

The following criteria may be used to evaluate Proposals:

1. Qualifications/ Expertise
2. Ability to Provide Automated Service
3. Price
4. Organization and Completeness of Proposal
5. Product Warranty

Your proposal must provide adequate proof of ability to provide services. Specifications are not intended to be restrictive but indicate the required features for satisfactory performance. Any required features that cannot be provided directly by the Contractor must be delivered by a sub-contractor as outlined in Section III, scope of work. The substance of technical proposals will carry more weight than the format. Augusta Township will determine if minor deviations are acceptable. Proposed work must be performed in accordance with applicable local, state, and federal requirements. All proposals must be complete and carefully worded and must convey all of the information requested in order to be considered responsive.

CERTIFICATE OF INSURANCE: Successful offeror(s) shall procure and keep in force and effect throughout the term of a contract, a minimum of one million dollars (\$1,000,000) per occurrence and a two million dollars (\$2,000,000) aggregate policy of general liability insurance, which preferably includes water and sewer backup coverage, naming Augusta Charter Township, board members, employees, engineer or agents, listed as an additional named insured, and shall provide proof of the same to the Township. Contractor shall procure and keep in force and effect throughout the term of a contract with the Township a workers' compensation disability insurance policy as required by state law for all employees of the Contractor and shall provide proof of the same to the Township. Contractor will be required to provide a '**Certificate of Insurance**' for any subcontractor visiting on-site in Augusta Township and for those that provide on-site equipment maintenance, evaluation, or other services. In addition, Contractor shall procure and maintain a policy or policies of Automobile Liability Insurance with maximum limits as may be allowed by law or as otherwise agreed to insure against liability for injury to and death of persons and damage to and destruction of property arising out of or based upon any act or omission of the Contractor or any of its subcontractors or their respective officers, directors, employees, engineer or agents while operating vehicle(s) within Augusta Township.

COMPETITION: This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limit the opportunity of proposal to a single Contractor, it shall be the responsibility of the interested offeror to notify Augusta Township in writing by 12:00PM on April 24, 2020. The solicitation may or may not be changed but a review of such notification will be made prior to award.

CONTRACT ADMINISTRATION: Questions or problems arising after award of this contract shall be directed in writing to the Augusta Township Supervisor, 8021 Talladay Road, PO Box 100, Whittaker, MI 48190

CORRECTION OF ERRORS ON RESPONSE FORM(S): All prices and notations should be printed in ink or typewritten. Errors should be crossed out, corrections entered and initialed by the person signing the proposal. Erasures or use of typewriter correction fluid may be cause for rejection. No proposal shall be altered or amended after the submittal deadline.

DISPUTES: The basic and governing language of any contract resulting from this solicitation shall be comprised of this solicitation, including any attachments and/or addendums. The laws of Michigan shall govern any agreement arising as a result of this solicitation and shall be litigated only in a nonjury hearing in the Circuit Court of Washtenaw County.

EQUAL OPPORTUNITY: A successful proposal for O&M services must include an agreement not to discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, handicap, age, height, weight, marital status, veteran status, or religion.

INDEMNIFICATION: A successful proposal for Water Meter Replacement must include an agreement to hold the Township harmless, as well as to indemnify the Township from liability from lawsuits filed against the Township, including but not limited to all attorney fees, arising out of a claim for the Contractor's negligent acts or omission under this agreement.

PROTECTION OF HUMAN HEALTH & THE ENVIRONMENT: Augusta Township requires all contractual activities to be in compliance with local, state, and federal mandates concerning "Protection of Human Health and Environment". Any contractor doing business with the Township will be required to document compliance and to specify prudent practices used by the contractor to address applicable mandates including, but not restricted to "the Hazard Communications Standard" OSHA CFR 1910.1200. By submission of this proposal, the vendor agrees to take all necessary steps to insure compliance with these requirements.

PUBLICITY: Contractor shall not publish any comments or quotes by Augusta Township officials or employees, or include the Township in either news releases or a published list of customers without the prior written approval of the Augusta Township Board of Trustees.

TERMINATION: The contract is expected to run for a period of 1 year as deemed appropriate with the successful bidder.

The Township may terminate a contract upon material breach by the contractor, upon written notice of the breach and if the breach is not corrected within 90 days.

SECTION III: SCOPE OF WORK

METER REPLACEMENT AND SYSTEM

1. The Township desires to upgrade their meter reading system to be a fixed base automated meter read system. Perform a feasibility study to determine requirement, location, and cost of necessary equipment, including antenna/poles, etc.
2. Adhere to safety guidelines of MIOSHA/ OSHA and other pertinent agencies.
3. Ensure compliance with all appropriate policies and procedures of YCUA, EGLE and EPA and all other applicable laws, regulations, and standards of quality and safety including, but not limited to, routine water supply and wastewater testing if required and reporting as required.
4. Work with township to integrate new system with their current software and, if available, customer applications to manage and monitor usage. Provide 1 day training to Township staff for the new system implementation and operation.
5. Schedule replacements with residents and flagging of stop boxes with Augusta Charter Townships Operator.
6. Shut off services, remove, replace, turn on and test meters. Costs shall include two visits to residences if necessary.
7. Provide a weekly update of meter replacement data including meter serial numbers, address, etc.
8. Optional Additional Item:
 - a. Collect locations of curb shut offs through GIS or different data collector.
 - b. Cross connection evaluation and sump pump discharge
 - c. Provide before and after pictures and service line materials.

SECTION IV: PROPOSAL CONTENT

A cover letter including recognition of any and all addendum shall be included. Offerors shall organize their proposals as follows:

Section 1 - Qualifications and Experience

This section is intended to allow the Township to assess the firm's background, qualifications, capacity to take on Township's work. Each interested firm must respond to each of the following requests/questions in a clear and

comprehensive manner. An incomplete or inaccurate response will preclude firms from further consideration.

- A. Provide the full name, tax identification number, and main office address of the entity (hereinafter referred to as the "Contractor") which would ultimately enter into a contract with the Township.
- B. Provide 3 comparable projects done within the last 5 years, including prices, schedule, and number of meters.
- C. Provide a reference list. For each reference, provide the name, address, contact person, title, telephone number, email and facility owner; and the size and type of facility.

Section 2 – System Plan

Describe your approach to the feasibility study and the systems feasibility. Specifically provide the following:

- A. Findings of feasibility study including what equipment is required and where it is required.
- B. Pricing to establish a fixed base automated meter reading system, including necessary equipment, poles, antenna, or any additional equipment that includes land requirements.
- C. Describe what information the system can gather, how often the data can be gathered and any additional capabilities of the product, i.e. dry pipe, etc.
- D. Describe capabilities of customer apps.
- E. Provide maintenance and upkeep costs and schedule for all equipment associated with the system.

Section 3 – Meter Replacement

Describe the meter's cost, capabilities, and installation procedure and options. Specifically provide the following:

- A. Provide meter types and price per meter.
- B. Reimbursement or discount options for recycling or returning existing meters.
- C. Fee for installation per meter
- D. Provide if installation will be contracted out.

- E. Provide timeframe for replacement.
- F. Describe warranty options.
- G. Detail if current meters can be reused.
- H. Confirm that installer has equipment to perform shut-offs as a part of the installation.
- I. Detail rescheduling process if residents need rescheduling.

The price proposal shall be broken down to include the following item grouping. The Township plans to elect the most cost-effective solution dependent on time frame and overall cost. It is anticipated that this project will include approximately 1000 meter replacements. The Township may decide to replace more or less, depending on costs. The Township may elect to renegotiate or provide an extension of contract to an increase in meters to be installed conditionally based upon the effectiveness of the first round of meter and system upgrades.

- 1) Cost for a fully functioning ¾” meter capable of automated fixed base reading system, per each \$ _____
- 2) Cost for a fully functioning 1” meter capable of automated fixed base reading system, per each \$ _____
- 3) Cost of meter installation, per each \$ _____
- 4) Monthly service fees \$ _____
- 5) Anticipated system upkeep and equipment maintenance fees 10-year period \$ _____
- 6) Cost to provide an automated fixed base reading system \$ _____
- 7) Cost of hardware/software necessary to allow for meter data integration with the Township’s BS&A billing system \$ _____
- 8) Cost to provide training, (1 full day) to Township staff for system integration and billing \$ _____
- 9) Collect curb stop locations through GPS or different data

collector	\$ _____
10) Cross connection evaluation/ sump pump discharge evaluation	\$ _____
11) Lead service line material evaluation	\$ _____

SECTION V: Schedule of Events

Request for Proposals issued: Monday March 16, 2020

Deadline to submit Questions: Friday April 24, 2020 12:00 pm

Questions shall be submitted via email only to: Township Engineer, John Tanner, OHM Advisors; John.tanner@ohm-advisors.com

Proposals due: May 1, 2020 10:00 am. Public opening of the proposals will occur shortly thereafter at Township Hall.

Proposals are to be delivered to the following address:

Augusta Charter Township
Attn: Belynda Domas, Twp Clerk
8021 Talladay Road, PO Box 100
Whittaker, MI 48190

Three (3) Copies of the proposal shall be enclosed in a sealed envelope with a label reading:

Water Meter Replacement

The Township will not accept any proposal delivered to the wrong address or delivered after the deadline. Furthermore, the Township accepts no responsibility for any proposal that is misdelivered.

Initial Review of Proposals Completed: May 5, 2020

Selection Committee Recommendation to Township Board: May 6, 2020

Township Board award of Proposal: May 12, 2020

Contract Agreement Approved/ Equipment Ordered: June 2020



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