

REQUEST FOR PROPOSALS FOR ADVANCED METERING INFRASTRUCTURE SYSTEM PROJECT

September 19, 2023

Town of Pine Level, North Carolina
306 E Brown St, Pine Level, NC 27576

INTRODUCTION & PROJECT SCOPE

The Town of Pine Level, North Carolina ("Town") hereby requests qualifications and pricing from companies that are experienced in and capable of implementing a system-wide conversion to an Advanced Metering Infrastructure (AMI) system ("System") of the Town's residential and commercial water meters. The Town currently provides water service to approximately 1300 customers. The project will involve replacing these meters with AMI badger meters with cellular endpoints, and supplying and replacing meter box lids where necessary. The intent is to have a system that eliminates the need for manual meter reading for monthly billing and provide a significant improvement in the quality and quantity of meter reading and customer information available to the Town for trend analysis, monthly billing, and rate structuring. Having already purchased the meters, the Town recognizes that an installer will be required to complete this project and based upon the time and skill required to replace each individual meter as well as meter box lids when necessary.

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

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

- Must have self-performed at least three (3) AMI meter installation projects.
- Must be able to document a corporate bonding capacity of at least \$2,000,000 (two million dollars). This should be sealed in a separate envelope from the bid.
- Must be able to document an absence of any AMR / AMI related litigation activities involving other water systems.

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

GENERAL INFORMATION

- This Request for Proposals shall be publicly advertised for one month; on September 19th, 2023.
- Sealed bids must be received at Pine Level Town Hall, 306 E Brown St., Pine Level, North Carolina 27576 by 2:00 pm on October 19th, 2023, in a sealed envelope. Proposals received after this time will be deemed non-responsive and will be returned to the Respondent unopened.
- All software and hardware required to complete this process, except for the host billing software, shall be supplied as part of this proposal.

The primary contact for this project is Ray Stuckey, Public Works Superintendent at the Pine Level Town Hall, 306 E Brown St., Pine Level, North Carolina 27576. All written and/or verbal communication must be directly with Ray Stuckey. Respondents are hereby prohibited from contacting any other Town Staff member at any point during this procurement process without first obtaining prior approval from Ray Stuckey. Doing so will be grounds for immediate disqualification.

INSTRUCTIONS TO PROPOSERS

Proposal Components

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

- Comprehensive narrative and technical brief describing the system proposed for implementation.
- Pricing Proposal Forms (attached).
- Client Reference List.
- Certificate of Liability Insurance.

Preparation of Pricing Proposal Form

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

- The Pricing Proposal Form shall be executed properly, and all writing shall be typewritten, except for the signature of the Respondent, which shall be written in ink.
- The Proposal shall not contain any unauthorized additions, deletions, or conditional Proposals. The Proposer shall not add any provisions reserving the right to accept or reject an award, or to enter into a Contract pursuant to an award.
- The Proposal shall not contain irregularities of any kind, which make the Proposal incomplete, indefinite, or ambiguous as to its meaning. Incomplete Proposal forms will be rejected.

Withdrawal or Revision of Proposals

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

RESPONSIBILITIES OF PROPOSERS

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

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

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

Comparison of Proposals

The selection of a proposal will be based on a determination of which proposal offers the best trade-off between price and performance, where quality is considered an integral performance factor. The award decision is made based on multiple factors, including: total cost of ownership, meaning the cost of acquiring, operating, maintaining, and supporting a product or service over its projected lifetime; the evaluated technical merit of the proposal; the Proposer's past performance; and the evaluated probability of performing the requirements stated in the solicitation on time, with high quality, and in a manner that accomplishes the stated objectives and maintains industry standards compliance.

AWARDING THE CONTRACT

The Town may elect to award the Contract in phases or reduce the quantity of proposal items based on budget availability.

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

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

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

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

Upon awarding the contract, the Town of Pine Level will require a pre-construction meeting with the selected proposer to review timing and coordination of the project implementation.

PROPOSAL FORM

**ADVANCED METERING
INFRASTRUCTURE SYSTEM
PROJECT**

PROPOSER INFORMATION

Proposer

Name: _____

Address: _____

Authorized

Agent: _____

Title of Authorized

Agent: _____

Signature: _____

Phone: _____

Email: _____

METER INSTALLATION

	Quantity	Unit Price	Total
¾" AMI Meter Installation	1300		
Poly Residential Meter Box Lid	1300		
Meter Box Lid Installation	1300		
Replace/Reset Meter Box	Unknown		
Hourly Rate for Installation Work Outside of Normal Scope	Unknown		
Replace Curb Stop with Saddle	Unknow (Approximately 100)		

*If there is an unknown quantity, please provide just a unit price.

Total Meter Installation Cost: \$ _____

TRAINING

	Quantity	Unit Price	Total
Training - Meter Installation (Town public works staff would like to observe and ask questions so they can handle future single installations)	1		

Total Training Cost: \$ _____

PROPOSAL SUMMARY

ITEM	COST
Total Meter Installation Cost	
Total Training Cost	
Total Meter Installation & Training Costs	