

REQUEST FOR PROPOSALS
ADVANCED METERING INFRASTRUCTURE (AMI)
WATER METERS



City of Palm Valley, Texas

RFP 2023- 002

Issue Date: August 16, 2023

Due Date: September 19, 2023

Please direct any questions to Michael Galvan, Mayor, via email at mayor@palmvalleytx.com or call 956-423-8384

City of Palm Valley, Texas

SUMMARY

The City of Palm Valley (City) operates a water distribution system that serves approximately 605 water meters, and is located within a .6 square mile service area. To facilitate these operations, the City employs staff to conduct manual meter reads. Existing residential properties are constructed with water meters for irrigation and domestic water use.

To improve customer service, mitigate non-revenue water loss, and improve workforce and asset management, the City proposes to implement an Advanced Metering Infrastructure (AMI) water meter system. The AMI system shall provide multiple daily readings for each meter to the City.

For the purposes of this RFP, the City will consider vendors that provide AMI solutions to achieve the best ultimate solution for the City's customers and enhance operational efficiency. The City *will not* consider: Automatic Meter Reading systems (AMR); Migratable systems; or Cellular Advanced Metering Infrastructure systems. When the project is complete, the City will operate a fully functional and scalable AMI system.

The City of Palm Valley, Texas expects the RFP for AMI systems to generally follow the schedule below:

Issue RFP	August 16, 2023
RFP Due by 1 pm	September 18, 2023
Open Sealed Responses	September 18th at 1:15 pm
Scoring and Ranking of Qualified Vendors	September 19, 2023
Vendor Interviews, If necessary,	September 20, 2023
Final Vendor Selection	October 17, 2023

2. EXSISTING INFRASTRUCTURE INFORMATION

Customer locations via a base map, water tower storage tank locations, water department property location, and accessible radio tower information is provided in Exhibit A to this RFP.

City records indicate the following meter sizes and approximate quantities regarding existing water meters:

Meter Size	Quantity
3/4"	55
5/8"	0
1 1/2"	0
1"	530
2"	20
3"	
4"	

3. PROPOSED PROJECT DESCRIPTION AND PREFERENCES

The purpose of this project is to increase the operational efficiency of the City water distribution system by implementing an AMI system that enables two-way communication over a fixed network between the utility system and the metering endpoints. Project implementation should include upgrades to the City's water customers with meters up to 2" with a fully functional and scalable AMI water meter system. The Vendor that is ultimately selected for this project shall provide, at minimum, the following in their respective responses:

- Guarantee the frequency interference levels over the next 20-year life span of service for the system, FCC Part 24 or Part 90 approved primary use licensed spectrum is required. Cellular AMI systems will not be considered.
- The system must use Ultrasonic Meters with no moving parts that meet American Water Works Association (AWWA) standards. Mechanical Meters will not be given consideration.
- The system must be capable to operate in both AMI fixed network and AMR drive by as a back-up system should the AMI infrastructure become inoperable WITHOUT physically changing out any part of the meter or physical manipulation to the meter.
- Systems that only offer AMR system functionality (drive-by reading) will not be considered. Systems that have to change a Radio Signal Device, Meter Transmitting Unit (MTU) or similar component to switch from AMI to AMR will not be considered.
- The meter must not have registers that need replacement or utilize endpoints to be affixed to meter.
- Real-time on demand readings for water meters with minimal latency.

- The system selected shall have a 20-year operational life span with a 20-year accuracy and battery warranty with at least 10 years of replacement at no cost and an additional 10 years warranty prorated for each year thereafter (commonly referred to as 10/10).
- Preference shall be given to systems that have minimum collection infrastructure while still providing overlapping coverage for redundancy. Also, preference shall be given to systems that do not have to build towers but can be added to existing City owned properties or facilities (i.e., city hall or waste water plant).
- System software must be cable of providing individual account reports, leak detection, tamper alarms, burst alarms, and reverse flow alarms.
- Ability to view specific meter information.
- A Customer Portal that will allow customers to view their monthly water usage and other account information.
- Have the ability to successfully install or manage the installation of the meter system from the existing dual meter system to a single meter system per property.

4. RESPONSE INSTRUCTIONS

4.1 Requirements.

- 1) Submitted specifications must concisely set forth full, accurate, and complete information required by this RFP including any attachments.
- 2) An original, and five (5) copies, of the response including specified forms and attachments shall be submitted. Email, telegraphic, and facsimile responses and responses submitted after the published deadline will not be considered.
- 3) Responses shall be submitted in the format of bound notebooks intended for 8½" x 11" documents. Clear, concise, and specific information should be submitted in response to the RFP.

4.2 Response format and Content.

All vendors must follow the format requirements. Although this contract may not be awarded to the lowest bidder, vendors should provide a project cost or estimated cost for this project in response to this RFP. At its sole discretion, the City will determine the bidder who provides the best value based on the evaluation criteria provided herein. The response shall be limited to a total of 40 pages.

The Response shall be organized as follows:

- **Table of Contents**
- **Section 1 Vendor Information**
- **Section 2 System Information**

- **Section 3 Installation and Maintenance**
- **Section 4 Performance Guarantee and Warranty**
- **Section 5 Project Management**
- **Section 6 Experience**
- **Section 7 Propagation Study**
- **Estimated Project Costs**

4.2.1 RESPONSE – Section 1: Vendor Information.

Provide the following information:

- 1) State the Name of Vendor, Office Address, Contact Name, Contact Title, Email, and Phone
- 2) State the number of years of experience the vendor’s manufacturer has been deploying the proposed product.
- 3) State the number of deployed projects and meters of the proposed product in the State of Texas.
- 4) Has your organization (and the manufacturer’s organization) ever failed to complete a contract or defaulted on a contract? If yes, provide a detailed explanation.
- 5) Provide the following information for references on similar projects: City name; address; telephone number; name of project manager; and number of meters deployed in similar project.

4.2.2 RESPONSE – Section 2: AMI System Information.

Provide a detailed description of the proposed system. At a minimum, address the following information in this section:

Meters

- 1) Provide the specifications of the meter, clearly answering, is the meter an AMI meter? Is the meter an Ultrasonic AMI meter?
- 2) Is the meter capable of operating in both AMI fixed network and AMR drive-by as a back-up system?
 - a. If yes, please describe how the meter is interchanged from AMI to AMR.
- 3) Is the radio component internally contained or is it a separate MXU unit that is affixed to the meter or meter box?
- 4) Is there an additional antenna required for redundancy issues?
- 5) Provide anticipated battery life and battery warranty.

- 6) Operating Characteristic – Please indicate if proposed meter meets the following requirements and list your specifications.

Meter Size	Low Flow	Operating Range	Water Temperature
3/4" x 2"	.015 GPM	.10 to 25	Yes

- 7) Can the flow of the water be shown on the display of the proposed water meter?
- 8) Does the meter have the following alarms?
- Leak
 - Burst
 - Reverse flow
 - Dry
 - Tamper
- 9) How long has the model (meter) proposed for implementation been in use? What was the first date of manufacture and implementation?

Communication System

- Identify the FCC frequency which shall be used for the AMI system
- What type of data transmission is supported by the proposed system (e.g. one-way, two way, both, scheduled reads, unscheduled reads, etc.)?
- Describe failover operation and built-in system redundancies to prevent failed readings.
- Describe the required new communications infrastructure that may be needed to serve the proposed system (i.e. tower requirements, data collection units, etc.)
- What are the power requirements and memory capacity for this infrastructure?
- Describe the system’s expansion capability.

Customer Portal

- Describe in detail the Vendor’s customer service portal option. Include all available features and options.

4.2.3 RESPONSE – Section 3 Installation and Maintenance.

Provide the following information:

- 1) Once implementation begins, how long before the system will be fully implemented and integrated into the City's operations.
- 2) Describe the anticipated maintenance requirements of all system components.
- 3) How long is the average shipping time for replacement meters and all other system components?

4.2.4 RESPONSE – Section 4 Performance Guarantee and Warranty.

Provide the following information:

- 1) Describe in detail the performance guarantee and warranty the Vendor will provide the City's system and for each component part. This should include product warranties for meters, infrastructure, and related

4.2.5 RESPONSE – Section 5 Project Management.

- 1) Describe the process through which the Vendor will manage project Implementation including any potential use of subcontractors.
- 2) Describe the customer service portal and training given to the City during and after installation. Are there on site visits included with installation during training?

4.2.6 RESPONSE – Section 6 Experience.

The City will not consider the installation of technology that has not been field tested.

- 1) Include the following information for three or more references for the specific equipment being proposed.
 - a) Utility Name
 - b) Contact Name
 - c) Contact Title
 - d) Phone
 - e) Email
 - f) Installation Date
 - g) Project Description
 - h) Record of Performance (Reading and Alarms)

- i) Customer Service (Technical Support, Delivery, On-site Visits, Project Management, and Training)
- j) Number of Warranted Replacements (following completion of installation)

4.2.7 RESPONSE – Section 7 Propagation Study.

Present the assumption used to develop the propagation study and a summary of the finding as to system coverage, reliability, redundancy, and the infrastructure required to achieve these data points.

4.2.8 RESPONSE – Section 8 Estimated Project Cost.

- 1) Include a Summary of Services and include the cost per unit for each meter by size and any supporting hardware and/or software costs.
- 2) Include any Personnel costs that may be incurred for any identified services. This may include subcontractors, training, or other costs associated with the review and or installation of the AMI system.
- 3) Include any additional costs that may be incidental to the AMI system that may be incurred.
- 4) Include total costs for all training, software installation, and any related costs that may not be specified herein.

5. QUESTIONS.

Questions regarding the RFP should be submitted via email to Michael Galvan, Mayor at mayor@palmvalleytx.com no later than noon on September 10, 2023 CST.

Written responses to questions will be provided on the City webpage under the RFP number within 48 hours of receipt of the question.

6. RFP EVALUATION CRITERIA

6.1 Evaluation. The response will be evaluated by a committee made up of City representatives. The committee will evaluate each response using the criteria included in these instructions and addenda, if included. An evaluation criterion is deemed to include any unstated “sub criterion” that might logically be included within scope of the state criteria.

6.2 Interviews. After reviewing the responses, the committee may request interviews. The City reserves the right to evaluate firms without requesting interviews.

6.3 Ranking Criteria. Each response will be ranked on a 100-point scale using the criteria below. The points will be awarded relative to all responses for each of the criteria.

6.3.1 Technical Expertise and Capabilities – 25 Points. The scoring will be based on the firm’s qualifications as presented in Sections 2 through 4 of the response.

6.3.2 Performance on Similar Projects – 10 Points. The scoring will be based on the information provided on similar projects, as presented in Sections 1 and 6 of the response, and information received from the references relating to the cost control, quality of work, ability to meet schedules, and responsiveness to the client.

6.3.3 Project Management – 15 Points. The scoring will be based on the information provided in Sections 5 and 7 of the response.

6.3.4 Project Cost – 50 Points. The scoring will be based on the respondent’s information provided in Section 8 of the response.

	Criteria	Points Awarded
1.	The purchase price	10
2.	The reputation of the bidder and of the bidder's goods or services	5
3.	The quality of the bidder's goods or services	5
4.	The extent to which the goods or services meet the municipality's needs	5
5.	The bidder's past relationship with the municipality	5
6.	The impact on the ability of the municipality to comply with laws and rules relating to contracting with historically underutilized businesses and nonprofit organizations employing persons with disabilities	5
7.	The total long-term cost to the municipality to acquire the bidder's goods or services	15
	Total	50

ADDITIONAL INSTRUCTIONS, NOTIFICATIONS, AND INFORMATION

A. No Gratuities – Respondents shall not offer any gratuities, favors, or anything of monetary value to any official influence the selection process by any means, other than disclosure of qualifications and credentials through the proper channels, shall be grounds for exclusion from the selection process.

B. All Information True – Respondents represents and warrants to the City that all information provided in the response shall be true, correct and complete. Respondents who provide false, misleading, or incomplete information, whether intentional or not, in any of the documents presented to the City for consideration in the selection process shall be excluded.

C. Interviews – If the City, as a result of the initial evaluation of the proposals, develops a “short list,” Respondents will be notified in writing of their status in the selection process. Respondents who are “short-listed” may expect and anticipate in a subsequent interview which will most likely focus not only on the Respondent’s program approach but also on an appraisal of the people who would be directly involved in the Project.

D. Inquiries – Do not contact the City during the selection process to make inquiries about the progress of this selection process. Respondents will be contacted when it is appropriate to do so.

E. Cost of Responses – The City will not be responsible for the costs incurred by anyone in the submittal of responses.

F. Contract Negotiations – This RFP is not to be construed as a contract or as a commitment of any kind. If this RFP results in a contract offer by the City, the specific scope of work, associated fees, and other contractual matters will be determined during contract negotiations. To ensure that the appropriate staff is assigned to the Project, the City intends to make the inclusion of a “key persons” clause a part of the contract negotiations.

G. No Obligation – The City reserves the sole right to (1) evaluate the responses submitted; (2) waive any irregularities therein; (3) select candidates for the submittal of more detailed or alternate proposals; (4) reject the entire process.

H. Insurance – The Respondent shall have the appropriate insurance policies and limits as determined by the City and such policies shall be written by an insurer licensed and admitted to do business in the State of Texas.

I. Proposals – All information submitted in response to this RFP shall become the property of the City, and as such may be used by the City in any manner.

J. Confidentiality – If any Respondent considers any portion of the proposal to be confidential and/or proprietary and that disclosure of its contents to competitors would cause substantial competitive harm, said Respondent or employee of City of Palm Valley for the purposes of influencing this selection. Any attempt by the Respondent must clearly identify those portions of the proposal by putting the term “CONFIDENTIAL OR PROPRIETARY” in bold letters on the applicable page(s). If such information is requested pursuant to the Texas Public Information Act, the Respondent will be given notice of the public information request and may make arguments before the Texas Attorney General as to why the information should not be disclosed. The City will have no obligation to make any arguments to and will abide by the decision of the Texas Attorney General.

K. Expiration of Proposals – Any response to this RFP will remain in effect for 120 days after the date of submission.

L. Collusion – The Respondent shall not collude in any manner or engage in any practices with any other Respondent(s) which may restrict or eliminate competition or otherwise restrain trade. Violation of this instruction will cause the City to reject the Respondent’s submittal. This prohibition is not intended to preclude joint ventures or subcontracts.

M. All responses submitted must be the original work product of the Respondent. The copying, paraphrasing, or other use of substantial portions of the work product of another is not permitted. Failure to adhere to this instruction will cause the City to reject the response.

