

## PUBLIC NOTICE

The Town of Milton (the "Town") invites interested firms to submit a sealed Statement of Qualifications (SOQ) for the following:

### SERVICES FOR WATER METER SYSTEM REPLACEMENT

Interested parties may submit Qualifications for an Advanced Metering Infrastructure (AMI) Full-Service Implementation Program in order to improve the process of collecting water utility meter data to enhance the level of service offered to customers.

The AMI Full-Service Program will be implemented system-wide in a short time frame, in order to maximize the benefits of the system. Interested parties are to submit qualifications for a turnkey deployment of approximately 1,967 water meters as well as full-service data hosting and delivery to the Town.

The Qualifications package including instructions, requirements, and formatting for the SOQ may be secured at the Town of Milton, 115 Federal Street, Milton, DE 19968 (302) 684-4110, or requested by email to Kristy Rogers [KRogers@ci.milton.de.us](mailto:KRogers@ci.milton.de.us).

Firms interested in being considered for selection should respond by submitting one original and two paper copies as well as one electronic copy of the SOQ in a sealed envelope marked "**AMI Implementation Program.**" to Town Manager, Town of Milton, 115 Federal Street, Milton, DE, 19968, or hand-delivered to Milton Town Hall. Responses received after the specified due date and time, **Monday, December 2, 2024, at 10:00 A.M.**, will not be considered.

A non-mandatory pre-bid meeting will be held on Tuesday, November 12, 2024, at 10:00 A.M. in Milton Town Hall, 115 Federal Street, Milton, DE 19968.

TO BE ADVERTISED: October 27 and November 03, 2024

## RFQ Scope of Work for Town of Milton Water Meter Replacement Project

### I. Overview of Project

- a. Interested parties to submit Qualifications for an Advanced Metering Infrastructure (AMI) Full-Service Implementation Program in order to improve the process of collecting monthly water utility meter data and subsequent billing in order to enhance the level of service offered to its customers
- b. The AMI Full-Service Program will be implemented system-wide in a short time frame, in order to maximize the benefits of the system. Interested parties are to submit qualifications for a turnkey deployment of approximately 1,967 metered accounts as well as full-service data hosting and delivery to the Town.
- c. The submitter shall be the single point of responsibility on all components of the Full-Service Program (included but not limited to services, equipment, hardware, software, and warranties. The submitter shall be located within a 3-hour travel time from the Town of Milton. Although the town prefers a quick response time and will consider a response time longer than 3 hours.
- d. The Full-Service Program shall run for a term of 20 years.
  - i. Provide and perform the initial replacement of all existing water meters.
    1. 1 Watt Fixed Network Message (minimum).
    2. 90 Days of hourly consumption data.
    3. Complete AMI System by one manufacturer.
  - ii. Provide and install radiotransponder endpoints with two-way licensed communications at the 450-470 MHz frequency.
  - iii. Install a fixed based data collection system to collect readings and information from AMI modules and transmit to a hosted server.
  - iv. Install all hardware and software that will receive meter readings, prepare reports, and interface with the Town's billing system (Edmunds GovTech).
  - v. Provide equipment, training, and implementation to migrate from the current system to the fixed base Full-Service Program.
  - vi. Secure hosting of meter readings that can be accessed by the Town at any time.
- e. Submitters are encouraged to carefully review all the materials contained herein and prepare their Qualifications accordingly. The detailed requirements set forth below will be used to score the Qualifications and failure of the Submitter to provide the information requested for a specific requirement may render their Qualifications as non-responsive and may result in being rejected.
- f. Submitters shall carefully study and compare the information and documents presented in this Request for Qualifications to ensure there are no conflicts, shall examine the site and local conditions, if applicable, and shall at once report to the Contact Person any errors, inconsistencies or ambiguities discovered.
- g. The Town shall not be liable for any costs incurred by a Submitter in preparing or producing its Qualifications or for any Services provided before execution of an

Agreement.

- h. All terms and conditions outlined in this Request for Qualifications and any associated Addenda, shall become a part of the Agreement entered into between the Town and the Successful Submitter.
- i. Questions
  - i. Submitters shall submit all questions about the meaning or intent of the Request for Qualifications to the Contact Person in written format only. It will be at the Town's discretion whether questions received after the date for "deadlines for questions" as noted in the Event Timeline will or will not be answered. Interpretations or clarifications considered necessary in response to such questions will be issued by a written Addendum. Only questions answered by formal written Addendum will be binding. Oral and other interpretations or clarifications will be without legal effect.
  - ii. Questions submitted shall not constitute formal protest of the specifications or of this Request for Qualifications
  - iii. All inquiries pertaining to this Request for Qualifications are to be directed to: Sharon Cruz, P.E. at [skc@dbfinc.com](mailto:skc@dbfinc.com)
- j. Submitters should review and become familiar with the Event Timeline. The dates and times of each activity within the Timeline may be subject to change. It is the responsibility of the Submitter to check for any changes. All changes to the Timeline will be made through an addendum to this Request for Qualifications.

EVENT	DATE	TIME
Issue Request for Qualifications	October 27, 2024	
Non-Mandatory Pre-Bid Meeting	November 12, 2024	10:00 am
Deadline for Questions	November 18, 2024	5:00 pm
Qualifications Due Date and Time	December 2, 2024	10:00 am
Approval of Selection and Award (subject to change)	January 6, 2025	6:30 pm

- k. SEALED Qualifications are to be submitted on or before December 2, 2024, at 10:00 AM to: The Town of Milton, 115 Federal Street, Milton, DE, 19968
- l. Three (3) paper copies and one (1) electronic copy of the qualifications shall be submitted, sealed, and mailed or delivered to be received no later than the above Qualification Due Date and Time.
- m. The outside of the mailing package must be marked with the following information:
  - i. The words “SEALED QUALIFICATIONS ENCLOSED - AMI Implementation Program.”
  - ii. Name of the entity submitting the Qualifications
  - iii. If the mailing package is not marked and is opened in error, the Qualifications may be rejected.
- n. The Town assumes no responsibility for a Qualification received after the due date and time, or at any location other than that specified herein, whether due to mail delays,

courier mistakes, mishandling, inclement weather, or any other reason. Qualifications received after the due date and time shall be returned unopened. There will be no exceptions to this policy.

## II. Submittal Format

To aid in the scoring of the Qualifications, provide the following information in the format as noted. This information will be used as the foundation for scoring the Qualifications. Qualifications are to be submitted in 8½" x 11" size, typed, and bound. Lengthy narratives are discouraged; presentations should be brief and concise and not include extraneous or unnecessarily elaborate promotional material. The qualifications shall not exceed 20 (twenty) pages in length, excluding appendices.

Submitters should use the following outline in organizing the contents of their qualifications:

- a. Title Page
- b. Introduction - introduce the firm and briefly state the understanding of the services to be provided and why they should be awarded the contract.
- c. Primary Firm Qualifications History:
  - i. Include company contact name, address, e-mail, and phone number of project manager.
  - ii. The Submitter shall have a proven project manager to ensure successful Full Service Program installation. Project managers shall be experienced in managing the design, installation and optimization of systems. Project management experience shall include system integration and training support.
  - iii. The asset management experience and capabilities shall be detailed; preference will be given to long-term asset management experience. Provide a listing of references of similar project scope and complexity with customer contact information, so that the Town can verify experience.
  - iv. Provide details outlining the ability to service the long-term asset management program, including local offices and service centers as well as the local offices and service centers of technology partners.
  - v. The Submitter shall have a State of Delaware Business license at the time of bid submittal. A Town of Milton business license will be required prior to execution of the contract.
- d. Financial Stability:
  - i. Provide a summary detailing years in business, number of customers, financial strength, corporate structure and reporting. Demonstrate the ability to self-finance the initial meter infrastructure for up to five (5) years by providing three (3) references with contact information. No third-party financing references shall be allowed.
  - ii. The Submitter must also be able to delay the first payment of the project for one (1) year or until final completion of the initial installation and testing of the AMI network is complete.
- e. Financial Analysis

Submitter is to complete a financial analysis which will detail the expected financial benefits that the Town can expect to realize. The Submitter shall project the analysis for a

20-year period. All assumptions used in the financial analysis must be clearly explained.

- f. Full-Service Program Capabilities:
  - i. Include product descriptions for the proposed AMI system components and software capabilities.
  - ii. Include product descriptions for the proposed meter components and capabilities.
  - iii. Proposals for AMR/Drive-by or Hybrid AMI/AMR systems shall NOT be allowed. Systems with repeaters will be considered.
- g. References
  - i. Include a list of at least three references for similar asset management projects.

### **III. Fixed Network Advanced Metering Infrastructure (AMI) System Specifications**

- a. It is the intent of the enclosed specifications to provide the Town with a Fixed Network Advanced Metering Infrastructure (AMI) System that will work with all major water meters, with an expected reading accuracy of 98% or more for all meters in the system. The Town prefers a fixed network but will consider a LoRaWan NaaS network.
- b. The Town will not consider technology that has not been field tested. The proposal shall be for new equipment. No used, rebuilt, or refurbished equipment will be considered.
- c. When the project is completed, the Town will own and operate a functional and upgradeable Fixed Network AMI System capable of utilizing several types of meters and meter manufacturers.
- d. The System shall be two-way and utilize leading technology and an open architecture to ensure compatibility with all identified meter types. System shall operate in the 450-470MHz range.
- e. The Fixed Network shall consist of a series of data collector units (DCU) located strategically throughout the Town service area. The locations shall be determined by the Fixed Network AMI System vendor as part of the bid. The network shall be designed with redundancy where a high level of MTU's can communicate with at least 2 DCUs. The degree of redundancy shall be stated in the bid. The DCU units will be powered using either AC/battery or solar/battery to retrieve meter readings and relay them to a hosted server. The DCU units, as well as the corresponding MTU units, must operate on a licensed frequency that is the exclusive property of the Town.
- f. The Town prefers not to use repeaters unless the study determines that the system will not function or be reliable without them.
- g. All Fixed Network AMI retrieved meter readings will be in a format compatible with the vendor supplied software for the Fixed Network system. The software will prepare and format the meter reading data for the printing of selected management reports and the transfer of the meter reading data to the billing software for customer invoicing. All aspects of the interface between the AMI and the billing software shall be the responsibility of the AMI vendor. The Fixed Network AMI System shall provide, at minimum, the following:
  - i. Provide for automatic, routine operation of the AMI System, including diagnostic

- procedures on all hardware, and logging of all known alerts, alarms, and exceptions.
    - ii. Provide the ability to view specific account information.
    - iii. Process the readings and add them to the AMI database.
    - iv. The AMI System software shall be capable of providing individual account reports, flagging large usage, system status, detailed history for specific accounts, battery strength, and tamper alarms.
    - v. Allow for the addition of distribution system leak detection.
    - vi. Enable provision of enhanced products and services to customers, such as internet-based information access or user applications on cell phones.
- h. Selected vendor shall perform an existing meter survey of a representative portion of the Town's meters to confirm size, location and other pertinent information that may impact its integration into the AMI system.
- i. A radio and / or cellular communication system (Submitters can perform both if they wish) will be evaluated. Both systems will require a propagation study, as a deliverable, of the entire service area demonstrating the system's full reliability through the entire service area or indicating problem areas and Submitter solutions to said problem areas to produce the desired AM reliability. Coverage to be 100%. Sustained inability, defined as any individual meter missing 2 consecutive and / or 2 missed reads over one year of consecutive billings reads, to achieve 100% coverage will require Submitter's forces to manually read problem meters quarterly over the entire maintenance portion until an adequate solution is implemented.
- j. The Submitter shall provide to the Town daily monitoring and notifications of critical end-customer consumption events in sufficient detail to allow the Town to act on and notify end-user of the event.
- k. Subcontractors: Submitter shall provide a list of subcontractors that will be used to execute the project. Each subcontractor will be identified by name and shall provide the following information: years in business, outline of similar experience and capabilities.

#### IV. AMI System Description

- a. Provide a detailed description of the proposed Fixed Network AMI System. Include a full system architecture diagram. Include a description of your system in response to each of the following sections.
- b. AMI Hardware
  - i. Meter Transmission Unit (MTU)
    - 1. Housing: The MTUs will be housed in a molded plastic housing, hermetically sealed and resistant to rain, moisture and temperature changes from -30 to +70 degrees C. The enclosure must house the complete unit, which includes electronics, battery compartment, antenna and wire connections. MTU's must be able to function indefinitely in fully submerged conditions and still be able to read monthly (provided the lid is not submerged by more than 1 inch).
    - 2. Battery Life: The MTUs shall have a permanently installed non- field replaceable battery with twenty (20) year life cycle expectancy.
    - 3. Maintenance: The MTUs shall be maintenance free. After initial

installation, MTU will continue to operate at optimal levels for the entire life of the product or to be replaced at no cost.

4. Read Interval: The MTUs shall contain a radio that transmits a brief message containing the MTU identification number and port number, the meter reading, and tamper flags at programmed intervals. The two-way water MTUs shall provide top-of-the-hour, time synchronized hourly reads (and, for short durations, fifteen (15) minute reads) to meet high interval reading requirements. The read interval shall be reconfigured over the air from the host server.
5. Diagnostic Information: MTUs shall provide diagnostic information, such as battery voltage, and tamper flags with every transmitted reading.
6. Meter Compatibility/Ports: MTUs shall be compatible with multiple makes and models of meters and shall be offered as single or dual-port units. Proposer shall submit a list of current compatible makes and models of meters.
7. Installation: MTUs shall be easily installed and provide appropriate provisions to avoid installer mistakes in installation, connection to meters, and programming. The MTUs shall be configured with a Field Programmer that will take the operator through a series of simple steps. Each step shall include error checking and verification, where appropriate. The Field Programmer shall communicate with the MTUs to confirm proper configuration and wiring. The Field Programmer shall also have the ability to initiate communication between an MTU and a DCU to ensure successful communication. A confirmation message shall be received by the Field Programmer approximately one minute after initiation.
8. FCC Regulation: All equipment must comply with current Federal Communications Commission (FCC) requirements, which include proper labeling of any system components and compliance with Part 90 of the FCC regulations. The vendor must have supporting documentation available upon request to verify compliance. The system proposed by the vendor must operate on a dedicated, licensed frequency to prevent erroneous reading errors.  
The Vendor must obtain said license on behalf of Town including any and all fees.
9. Labeling: The MTUs shall be labeled with the Manufacturer's name, ID number, date of manufacture, and required FCC labeling.
10. Warranty: The MTUs shall be 100% guaranteed for the entire life of the project (installation plus 20 years) either by the Submitter or the product manufacturer.

c. Field Programmer / Handheld

1. The Field Programmer / Handheld unit shall be designed to operate in a harsh reading environment, resistant to dust and moisture, and be able to withstand temperature extremes from -20 degrees F to +140 degrees F. The Programmer shall contain its own software for programming and be provided with easy instructions for operation. Main and back-up batteries must be readily available from local suppliers. Units shall be provided with any needed communications software, adapters, chargers, or accessories. All software shall be licensed to the Town. Any software upgrades for the Field Programmer are to be included in the project costs.

- d. Data Collector Units (DCUs)
- i. The Fixed Network shall consist of a series of Data Collector Units (DCUs) located strategically throughout the Town distribution system. DCUs must operate in temperature extreme ranges of -40° to 85° C.
  - ii. Power Supply: The DCUs units shall be powered using either AC/battery or solar/battery to retrieve meter readings and relay them to a centralized location at Town offices.
  - iii. Memory Capacity: Each DCU shall have the capacity to store approximately 90 days' worth of meter readings.
  - iv. Diagnostic Information: The DCUs shall measure and record battery strength, Radio Frequency (RF) signal strength and time and date stamp each inbound transmission. These records will be included with each transmission.
  - v. Transmission Security: Data transmission between MTUs and the DCUs shall be in a proprietary format and not easily deciphered by outside sources.
  - vi. DCU Planned Network: The DCU locations shall be determined by the Fixed Network AMI vendor as part of the bid based on a propagation study performed by the Fixed Network AMI vendor. The propagation study shall be based on a network where 100% of the meter service addresses shall communicate with a DCU and a minimum of 75% of MTUs off the meter service addresses shall communicate with at least two (2) DCUs without the need for any repeaters. The network shall show DCU antenna heights; except Town assets, placed on poles not to exceed a height of 40 feet.”
  - vii. Mounting: DCUs shall be capable of being mounted on roofs, utility poles, towers, etc., to collect readings from all meters in the coverage area. No special tower construction will be allowed. Costs shall include the Project Management, Professional Services, Engineering Certifications, Permitting, Welding and Drawings to mount on Town owned assets.
  - viii. DCU Network Redundancy: Redundancy will be incorporated into the DCU placement process to accelerate the reading process and ensure all meters provide a reading. Each DCU, installed at a minimum height of 30 feet, will be able to read at least one (1) square mile of coverage and support not less than one thousand (1,000) MTU units.
  - ix. Installation: DCUs shall be automatically recognized and installed onto the System network. DCU behaviors, including connection time, alarm message handling, alternative connection numbers, etc. shall be configurable, over the network.
  - x. Scalability: DCU units may be added to the Fixed Network AMI System at any time without need for system reconfiguration.
  - xi. Electrical Isolation: All DCU electronics shall be electrically isolated and protected against static discharge and indirect lightning strikes.
  - xii. Maintenance: After being installed, DCUs shall require little to no maintenance for the life of the unit.
  - xiii. WAN Technology: DCUs shall be easily configured to utilize a variety of WAN technologies to communicate to the head end computer. DCUs shall have optional backhaul communication methods such as cellular, Wi- Fi, Ethernet, IP, and fiber optic and shall be easily upgraded from one WAN technology to another.
  - xiv. Warranty: The DCUs shall be guaranteed under the manufacturer's warranty for a minimum of 24 months.
  - xv. Monopoles, Site Acquisition / Site Leases for DCU Planned Network: Based on



the certified propagation study, should any DCU Antenna require a height above 40 ft (after the identified customer sites have been used), the costs for the purchase, installation, site acquisition and / or site leases for Monopoles, shall be the responsibility of the Submitter.

e. Server Specifications

- i. Managed Hosting Solutions are required, locally hosted data will not be considered.
- ii. The Host Server shall act as the central collection point for the data within the system. All data hosting and delivery will be cloud based and is the responsibility of the submitter to set up the software, hardware and hosting systems per the Town requirements. The server collects data from all of the Collectors and stores the gathered data in a secure database. Once data is stored and analyzed on the server, the data shall be available for display via a web based graphical interface (secure web-based application).
- iii. The Submitter shall offer a License for the Host Software as a one-time fee with an annually reoccurring hosting fee. The Host Software solution shall utilize a secure web-based application user interface and shall be accessible to the Town on a continuous basis. The Submitter shall explain the host software security.
- iv. The Submitter shall provide a managed hosting service, where the Submitter shall own and manage the server hardware and software including monitoring to ensure the server continues to work effectively, provide backup services, installation of security patches and various levels of technical support. The Submitter hosted solution shall utilize a secure web-based application.

f. AMI Software

- i. Software must be provided to perform the following functions:
  1. The software must be web browser-based and shall have defined applications with standard interfaces to allow for existing and planned software applications.
  2. Manage the database of meter readings and other related information about the meters and the AMI system.
  3. Interface with Town's Customer Information System (CIS) and other information systems. If the applications identified above are distinct and separate, Supplier shall respond to this subsection for each application.
- ii. The Software must be capable of handling the multiple utility reads simultaneously. The successful vendor shall install access to the hosted server at the Town facilities and ensure the system can be accessed by all necessary departments. At a minimum, the AMI software will provide the following pieces of data:
  1. Customer account number.
  2. Customer address.
  3. Meter serial number.
  4. Date of system integration.
  5. System meter read history.
  6. MTU I.D. number.
  7. Customer consumption data.
- iii. In addition to the required data noted above, as held within the meter reading software itself, the AMI vendor must support an interface with the Town billing system. Town will provide an input/output file format to the successful vendor. License to use said software will be issued to the Town upon delivery of AMI

- server.
- iv. Any Supplier-supplied database used to store and manage meter readings should be non-proprietary, ODBC-compliant, SQL-compliant, or provided by a standard commercial database supplier.
  - v. The fixed network software solution must offer:
    1. Rate information
    2. Customer information
    3. Service point information
    4. Meter data
    5. Tamper data
    6. Event data
  - vi. The solution must be able to store and archive multiple types of data for each individual endpoint including but not restricted to:
    1. Rate information
    2. Customer information
    3. Service point information
    4. Meter data
    5. Tamper data
    6. Event data
    7. Store/archive a minimum 24 months of data. All data must be easily retrievable.
    8. Accessible by a rich client or Web-browser based interface for the purposes of system administration and diagnostic troubleshooting.
    9. Be designed as a robust and scalable data repository to leverage best practices of data warehousing. The database should support scalability and have a highly flexible data structure to allow new data elements to be created without changes in table structures.
- g. Consumer Engagement
- i. The solution must include a customer engagement web portal which includes:
    1. Customer login/authentication
    2. Web based customer dashboard with:
      - a. AMI data presentment
      - b. Bill-to-date
      - c. Bill analysis
    3. Analysis module for customers to see how their homes compare to similar homes
    4. Customer alerts
    5. Proactive water conservation reports
  - ii. The AMI System Submitter shall provide the appropriate software to automatically transfer the appropriate data necessary to the Consumer in a format that has proven capability. All aspects, including costs to prepare and maintain, of the data interface from the AMI system to the Consumer are the responsibility of the Submitter.
- h. Interface to Billing System
- i. The AMI system supplier shall provide the appropriate software to automatically transfer appropriate data to the billing and Customer Information System (CIS) in a standard, nonproprietary format (e.g., fixed field ASCII) compatible with Town existing formats. Each record provided to the CIS shall contain at a minimum: account number, MTU ID number, route number, meter ID number, meter

readings, date and time for each meter reading, and tamper indications. All aspects of the interface to the billing and CIS are the responsibility of the proposer.

- i. Water Capabilities
  - i. Read Interval: The solution shall be capable of collecting data in hourly intervals.
  - ii. Leak Detection: The system shall monitor water consumption through the meter and indicate when there is an abnormal increase in water consumption, suggesting a leak within the customer's premise. The software must also provide meter reading management reports, usage analysis reports (leak detection, tamper detection and backflow conditions), and system management diagnostics.
  - iii. No Flow Detection: The system (either through reports or alarms from the MTU) shall indicate when there is an extended period of no flow or a minimum flow through the meter.
  - iv. High Flow Detection: The system shall provide a report of accounts with abnormally high consumption during any billing period, suggesting a continuous flow condition.
  - v. Constant Consumption: The system shall provide a constant consumption report to identify locations which a potential leak had occurred by monitoring for constant usage or continuous flow with consecutive reads.
  - vi. Time Synchronization: The system shall provide time synchronized meter reads that allow the Town to obtain a snapshot of water consumption. Describe how the system maintains time synchronization across the network. All MTUs on the network must maintain time synchronization within 30 seconds of each other.
- j. AMI Compatible Acoustic Leak Detection System
  - i. The system shall be capable of utilizing acoustic data loggers that connect magnetically to water distribution mains to be upgraded at a later date.
- k. AMI Back-up
  - i. System shall have back-up capabilities and procedures to ensure that system and consumption data is not corrupted or lost.
- l. AMI System Diagnostics
  - i. System diagnostics shall be collected at all levels and transferred on to the host server where several types of diagnostic reports shall be produced. Such reports shall indicate problems ranging from battery voltage to failure to recognize a proper communication with the meter.
- m. AMI System Maintenance
  - i. In addition to warranty periods, vendors are required to supply information on required or optional maintenance programs beyond the warranty period for both hardware and software. Features of those programs shall also be included with any additional charges such as hourly rate for on-site and/or remote support. The location of and procedures for obtaining such support shall be stated.
- n. AMI Training
  - i. The Town requires training of all appropriate staff sufficient to enable them to effectively operate and maintain the system. To be effective, the Town requires that training curriculum be provided in advance, that course workbooks and

- ii. materials accompany training, and that experienced instructors provide training.
- ii. A yearly refresher and/or training for all new employees can be provided.

**V. Meter specifications**

- a. The residential and light commercial meters will comply with the following specifications:
  - i. All meters shall meet or exceed the latest version of the American Water Works Association (AWWA) Standard C700, C710, or C715 for cold water meters or C708 for 5/8" to 2" residential and light commercial meters.
  - ii. All materials used in the construction of the main cases shall have sufficient dimensional stability to retain operating clearances at working temperature up to 105 degrees Fahrenheit.
  - iii. The meter serial number shall be stamped on the main case of the meter.
  - iv. The meter main case shall be cast from NSF/ANSI 61 certified material. The serial number should be displayed in a permanent location on the meter or register. Meter markings shall indicate size, model, direction of flow, and NSF 61 certification.
  - v. The meter electronic register enclosure shall be constructed of a durable engineered composite designed to last the life of the meter. The meter shall provide a fully potted wire connection for use with AMR/AMI devices.
  - vi. The standard, advanced, and enhanced communication protocol for the water meter absolute encoder register shall be fully compatible and available for use with the selected AMI system and software.
  - vii. The AWWA C715 solid-state meters must feature fully potted electronics and battery and an IP68 rating for submersion in flooded meter pits.
  - viii. All meters shall be 100% factory tested for accuracy and have the factory test results provided with each meter.
  - ix. All meters shall be equipped with an external antenna.
  - x. Meters shall be pressure tested to ensure against leakage.
  - xi. Meters shall be guaranteed accuracy for 20 years.
  - xii. All electrical components and batteries will be guaranteed for 20 years.
  - xiii. The selected vendor will be responsible at their own cost for picking-up, testing and replacement of meters, electrical components, and batteries and delivery during the guarantee period.
  - xiv. The Town retains the right and ability to complete bench testing at their discretion.
  
- b. The commercial meters will comply with the following specifications:
  - i. Shall meet or exceed all requirements of ANSI/AWWA Standard C701, C702, C703 and C715 for cold water meters. Each meter assembly shall be performance tested to ensure compliance.
  - ii. The meter main case shall be stainless steel, bronze or epoxy coated ductile iron or epoxy coated fabricated steel composition.
  - iii. The meter package shall meet or exceed all requirements of NSF/ANSI Standard 61, Annex F and G.
  - iv. All meters shall be 100% factory tested for accuracy and have the factory test results provided with each meter.
  - v. All meters shall be equipped with an external antenna.
  - vi. Meters shall be pressure tested to ensure against leakage.
  - vii. Meters shall be guaranteed accuracy for the 20 years.

- viii. All electrical components and batteries will be guaranteed for 20 years.
  - ix. The selected vendor will be responsible for picking up, testing and replacement of meters, electrical components and batteries and delivery during the guarantee period.
- c. Selected vendor shall perform an existing meter survey of a representative portion of the Town’s meters to confirm size, location and other pertinent information that may impact its integration into the AMI system. As part of the meter site survey, the Submitter and Town will jointly review the general condition of meter pits and lids prior to ordering equipment. Any meters located inside a building will require a new meter and pit installed outside the building in a location approved by the Town. Additionally, all meters pits located within the sidewalk or pedestrian area will require a recessed lid installed.
  - d. New Meter Installs
    - i. Town will install any new meters to new customers during the Renovation Phase and will update the meter database accordingly.
    - ii. SUBMITTER will provide sufficient new meters for new installs to the Town in a timely fashion. Town will pay the SUBMITTER for the retail cost of these meters outside of this contract.
  - e. Subservice Organizations
    - i. SUBMITTER will provide a list of subservice organizations that will be used to execute the project. Each subservice organization will be identified by name and shall provide the following information: years in business, description of services that will be performed and, if applicable, a description of the client data protections and/or controls implemented by the organization.

**VI. Modification / Withdrawal of Qualifications**

- a. Submitters have the right to modify or withdraw their Qualifications without cause or without liability whatsoever at any time prior to the stipulated submittal date and time. Such requests must be made to the Town in writing. Modified or withdrawn Qualifications may be resubmitted, in accordance with the instructions in this Request for Qualifications prior to the stipulated submittal date and time.
- b. No Qualifications shall be modified or withdrawn by the Submitter after the Submittal Date – Monday, November 25, 2024, at 10:00 am.

**VII. Clarifications**

- a. Before contract award, the Town reserves the right to seek clarification from the Submitter with whom the Town is contemplating award to properly score their Qualifications. Failure to provide requested information may result in not making such award to the Submitter.

**VIII. Negotiations and Contract Award**

- a. The Town reserves the right to finalize the negotiations at any point and reserves the right to award a contract based on what is deemed to be in the best interest of the Town, including purchase of equipment directly from the manufacturer. The Town shall issue a

Notice of Intent to Award, if any, to the Successful Submitter, however, no contract shall be formed between Successful Submitter and the Town until the Town signs the contractual Agreement.

**IX. Minimum Insurance Requirements**

- a. Qualifications are to submit a copy of their certificate(s) of insurance evidencing policies and limits of insurance that they currently have in force. If this document is not submitted, the Qualifications may be rejected.
- b. If, upon Notice of Intent to Award, the Successful Submitter does not currently have the policies and limits specified below, they shall have ten (10) calendar days to provide the Town with certificate(s) of insurance evidencing that they have procured such and policies and limits.
- c. Submitter shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or sub-contractors. The coverage's, limits or endorsements required herein protect the primary interests of the Town, and these coverage's, limits or endorsements shall in no way be required to be relied upon when assessing the extent or determining appropriate types and limits of coverage to protect the Submitter against any loss exposures, whether as a result of the Project or otherwise. The requirements contained herein, as well as the Town's review or acknowledgement, is not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the Submitter under this contract.

**X. Commercial General Liability**

- a. The insurance carrier must possess an AM Best rating of A- or Better. Coverage must be afforded under a per occurrence form policy for limits not less than \$2,000,000 each occurrence, \$2,000,000 products / completed operations each occurrence, \$2,000,000 personal and advertising injury liability, \$2,000,000 each occurrence and \$10,000 medical expense. Additionally, all firms shall provide a detailed certificate that indicates they carry Pollution Liability Insurance in the amount of no less than \$2,000,000 of coverage.
- b. Submitter's insurance coverage shall be primary insurance as respects the Town, its officials, employees, and volunteers. Any insurance or self-insurance maintained by the Town, its officials, employees, or volunteers shall be excess of Submitter's insurance and shall be non-contributory.

**XI. Automobile Liability**

- a. Coverage must be afforded including coverage for all Owned vehicles, Hired and Non-Owned vehicles for Bodily Injury and Property Damage of not less than \$2,000,000 combined single limit each accident. In the event Submitter does not own vehicles, Submitter shall maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

- b. Submitter's insurance coverage shall be primary insurance as respects Utility, its officials, employees, and volunteers. Any insurance or self-insurance maintained by Utility, its officials, employees, or volunteers shall be excess of Submitter's insurance and shall be non-contributory.

**XII. Health & Safety Program**

- a. Submitter shall provide a description of their Safety and Health Program. It shall address the company's safety standards and policy, confirming they are trained for safety in the workplace and the field per all OSHA and applicable standards. The proposing company SHALL submit a full copy of their Safety and Health Program. If the Program is too large/lengthy to include as a document with the response, please provide/submit it on an external USB flash drive.

**XIII. Selection Criteria**

- a. The proposals will be evaluated in two parts.
  - i. Part 1:
    - 1. Part 1 will consist of the technical evaluation and the criteria can be found in Exhibit 1.
    - 2. A minimum score of 80 points is required to move to the next part with a minimum per category as follows:
      - a. Primary Firm Qualifications: 25
      - b. Key Technology Qualifications: 20
      - c. Project Team Qualifications: 25
      - e. Financial Stability: 10
      - f. See Exhibit 1 for scoring criteria.
  - ii. Part 2:
    - 1. Part 2 is a priced proposal. The purpose of this proposal is to provide the Town with a budgetary estimate for planning purposes.
    - 2. The lowest cost proposal will be scored with 50 points. The points would then decrease by 5 points for each priced proposal received.
    - 3. See Exhibit 2 for line items to be priced.
- b. The scores will be combined to rank the bidders. The Town would then interview and negotiate with the highest ranked bidder for selection.

**XIV. Continuity Plan**

- a. The SUBMITTER shall be responsible for fully executing on the full length of the program regardless of their relationship (future) with the meter manufacturer or AMI system provider chosen at the time of execution.

**EXHIBIT 1**  
**Town of Milton Water Meter Replacement Project**  
**Design-Build Selection Rating Form**

Project Number: \_\_\_\_\_ Proposer Firm: \_\_\_\_\_  
 Project Bid Date: \_\_\_\_\_ City State Zip \_\_\_\_\_

Selection Criteria	Value	Score
<b>Primary Firm Qualifications (Maximum 30 points)</b>		
The firm's overall understanding of Meter AMI Asset Management Program	0 – 7	
Experience of the primary firm in the municipal water industry	0 – 7	
Licensed state contractor (provide documentation)	0 – 4	
Proximity to the Town of primary firm & tech partner facilities & resources	0 – 5	
Proven track record with performing services for the similar sized communities	0 – 7	
<b>Key Technology Qualifications (Maximum 25 points)</b>		
Familiarity with Town's billing software for integration	0 – 5	
Ability to integrate existing meters into the proposed system	0 – 10	
Minimal use of repeaters within the proposed system	0 - 10	
<b>Project Team Qualifications (Maximum 30 points)</b>		
Ability of the project designer to achieve the Town's vision and meet overall project requirements	0 – 4	
Experience of project manager to manage scope, budget, schedule & quality	0 – 12	
Experience of the Technology Partners in product delivery, including references	0 – 12	
Experience of the Meter and AMI deployment team in project delivery	0 - 4	
<b>Financial Stability (Maximum 15 points)</b>		
Overall financial strength of the primary firm	0 – 3	
Proven capability of the primary firm to provide project spread payment for the initial meter infrastructure up to 10 years	0 – 3	
Able to delay the first payment of the project for one (1) year	0 – 3	
Financial analysis of expected project benefits to be realized over 15 years period	0 – 3	
Provide Certificate(s) of Insurance demonstrating all specified requirements	0 - 3	
	<b>TOTAL</b>	
Notes on Reverse: _____	Evaluation Date: _____	Name: _____



**COST PROPOSAL**

The following table should be included within the proposal submission as applicable.

<b>EQUIPMENT PROCUREMENT</b>						
Item No.	Description	Size or Depth	Unit	Est Qty	Unit Price	Total Price
1.	Procure Smart Meters.	4"	EA	3		
2.		2"	EA	8		
3.		1.5"	EA	7		
4.		1"	EA	13		
5.		5/8"	EA	1,936		
6.	Procure and Install Smart Meter Data Collectors and Hardware on Existing Town Elevated Water Storage Towers on Chandler Street and Mulberry Street	--	EA	2		
7.	Procure External Pit Antennas.	---	EA	1,967		
8.	Procure and Deliver "Handheld" Mobile Meter Reading Device	--	EA	1		
9.	Procure and Deliver "Drive-By" Mobile Meter Reading Device	--	EA	1		
10.	Procure and Deliver Electronic Tablet Devices (iPad and latest iOS)	--	EA	4		
11.	Provide Cloud Based Meter Reading Software	--	LS	--		
12.	Provide Annual Software Maintenance and Updates (Lump Sum Cost per Year)	--	LS/YR	--		
	<b>SUBTOTAL PROCUREMENT</b>					\$
<b>SMART WATER METER INSTALLATION</b>						
Item No.	Description	Size or Depth	Unit	Est Qty	Unit Price	Total Price
13.	Mobilization, Bonds, Insurance, Furnish and Install Sediment & Erosion Control Measures, and Provide Traffic Control Measures	--	LS	--		
14.	Install Smart Meters.	4"	EA	3		
15.		2"	EA	8		
16.		1.5"	EA	7		
17.		1"	EA	13		
18.		5/8" x 3/4"	EA	1,936		
19.	Replace Existing Meter Pit	--	EA	200		
20.	Replace Existing Meter Setter	--	EA	200		
21.	Replace Existing Water Service Piping	--	LF	1,000		
22.	Install External Pit Antennas	---	EA	1,967		
23.	Install New Meter Pit	---	EA	100		
24.	Replace Existing Lids with Recessed Lids	---	EA	400		
25.	Restoration of Disturbed Asphalt	--	SY	200		
26.	Restoration of Disturbed Sidewalk	--	SY	500		
27.	Restoration of Disturbed Curb & Gutter	--	LF	200		
28.	Restoration of Disturbed Stone Driveway	--	SY	200		
	<b>SUBTOTAL INSTALLATION</b>					\$
<b>TOTAL PROCUREMENT &amp; INSTALLATION BASE BID (Items 1 -28):</b>						\$
<b>Written Amount:</b>						
\$ _____						

CONTRACTOR: \_\_\_\_\_

**PROPOSED SUBCONTRACTORS:**

<b>Individual/Firm Name and Tax ID Number</b>	<b>Address</b>	<b>Proposed Work to be Completed</b>

Please attach additional sheet if necessary.