

REQUEST FOR PROPOSAL



CITY OF PORTLAND, TEXAS

AUTOMATED METER READING SYSTEM
FOR
PUBLIC WORKS WATER SYSTEM

Due Date:
May 31, 2012
2:00PM

CITY OF PORTLAND, TEXAS
1900 Billy G. Webb Drive
Portland, Texas 78374
(361) 777-4500
www.portlandtx.com

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INTRODUCTION

General Information

The City of Portland (City) is soliciting Request for Proposal(s) (RFP's) from vendors who are interested and qualified to provide a turn-key installed Automated Meter Reading system (AMR). Alternate proposals for automated meter management (AMM) systems with service oriented architecture (SOA) are also welcome. Scope of work includes, but is not limited to, automated meters procurement and installation, hardware, software, and integration with existing systems, testing, and training.

AMR or AMM technology should provide the City with a more efficient method of collecting meter reads at regular intervals. The AMR system should collect consumption data using a drive-by system, a mobile protocol, repeaters located on stationary towers, or some other collection system(s) that will reduce the need for monthly physical reading of each meter.

The proposals should include schedule, and information related to pricing for all meters, hardware, software, installation, and training.

The City strongly desires to contract with a single vendor to procure and install meters, software, and hardware necessary to accomplish all work and/or services outlined in this RFP.

Interested parties should submit one (1) original, five (5) copies and one (1) electronic version (CD-ROM) of the proposal which should be returned in a sealed envelope bearing the name and address of the respondent. Response packages will be accepted until 2:00 pm on May 31, 2012, and should be addressed to:

City Secretary
City of Portland
1900 Billy G. Webb Drive
Portland, Texas 78374
(361) 777-4500

SCHEDULE OF IMPORTANT DATES

The tentative schedule for this RFP is as follows. The City reserves the right to change the schedule of dates as it deems necessary.

Release RFP to Vendors and begin advertisement	April 20, 2012
Pre-Proposal Conference	May 17, 2012 2:00 p.m.
Deadline for Questions & Inquiries	May 21, 2012 5:00 p.m.
Proposal Submission Deadline	May 31, 2012 2:00 p.m.
Interviews, if required	June 2012
Contract Evaluations/Negotiations	June 2012
Earliest Award by City	July 17, 2012

BACKGROUND INFORMATION

Current Environment

Meter reading staff consists of three meter technicians and one distribution supervisor. Currently, the meter system is divided into 18 books or read routes with one monthly billing cycle. Meters are read beginning on the 1st of each month until completed. The typical timeframe to read all 18 books is 8 days. All meters are located inside the City Limits, in the Extraterritorial Jurisdiction, or within the City's Water Service Area. The City currently reads its meters on a monthly basis using VersaTerm LX Northrup Grumman Handheld Computer with 624 MHz Processor, 256MB SDRAM, 8GB Flash Memory, QVGA Color Display, DE9 Serial and USB Ports, Bluetooth, and 5MP Color Camera/Barcode Imager. The data is downloaded to Incode/Tyler Technologies billing system.

The City currently has approximately 5,272 conventional water meters with sizes ranging from 5/8" to 6". The conventional system consists of a mixture of meters including Master, Neptune, Arad, Precision, Rockwell, Schlumberger, and Badger. The breakdown of existing conventional meters is as follows:

5/8 inch meters – 4,756
3/4 inch meters – 165
1 inch meters – 227
1-1/2 inch meters – 43
2 inch meters – 71
4 inch meters – 4
6 inch meters - 4

Additionally, the City has 303 Metron Radio Read Meters:

5/8 inch meters - 298
2 inch meters - 4
6 inch meter - 1

The Metron Radio Read Meters are read monthly with a drive-by system in approximately 90 minutes. The data is then downloaded via i8FieldSW and T2RF RW software into the Incode billing system.

All existing meter counts included in this RFP are approximate and are subject to deviation. The proposal shall include unit costs for each meter size and compensation will only be provided for actual meters installed.

SCOPE OF WORK

Objectives

The City seeks to replace the existing meter system including meters, meter reading hardware, and meter reading software with an AMR or an AMM system. The City seeks to acquire these systems that meet the following objectives:

- 1) Meter reading in the most cost effective manner possible

- 2) Ability to perform advanced data analysis of incremental meter readings
- 3) Maximization of existing investments in meter reading technology
- 4) Support conservation monitoring and enforcement
- 5) Provide accurate meter readings

Vendors should be prepared to review the existing system configuration and set up and to make specific recommendations for improvement. To facilitate this review, the City will host a pre-proposal conference to answer any questions prior to the due date. This meeting will be held at Portland City Hall, 1900 Billy G. Webb, Portland, Texas 78374 on the date and time specified herein. Interested responders are highly encouraged to attend this session.

Any addenda issued for the project will be posted to www.portlandtx.com by May 23, 2012, at 5:00pm. Vendors must acknowledge any addenda issued on the outside of the sealed proposal package.

System Requirements

The City requires a turn-key system compatible with the Incode billing software. The intent of this RFP is to allow vendors to provide the City with the best solution given the City's current metering configuration and requirements.

The following system components are desired by the City and should be considered minimum system components. If the proposal does not meet all of the listed desired components, an exclusion statement must explicitly be included in Tag H of the proposal. Failure to include any of the requirements will be considered an affirmative response to the requirements being included in the proposal price.

- 1) System and Meters Functionality
 - a) All meters shall be potable cold water meters conforming to one of the the following specifications:
 - i) AWWA C-708 Multi-Jet
 - ii) AWWA C-700 Positive Displacement
 - iii) AWWA C-712 Single-Jet
 - b) The meter reading system shall deliver tamper status information for all water customers.
 - c) The end-point technology shall measure the possibility of downstream leaks by using consumption thresholds. It shall also set alerts for backflow / cross connection, high consumption, irrigation violations, and zero consumption.
 - d) Meters shall be guaranteed to be free from defects in materials and workmanship for a minimum of 10 years from the date of installation. The vendor shall provide a 10 year AWWA New Meter Accuracy Guarantee.
 - e) All existing 3/4" meters will be replaced with 5/8" meters.
- 2) Network and Data Collection Functionality
 - a) The network technology shall represent each meter's and network component's functional status in the form of a mapping display.
 - b) The register shall store at least 60 days of consumption points in 60 seconds to 1 hour intervals.

- c) The system shall be compatible with Windows 7 and upgradable to future versions of Windows operating systems.
 - d) The system shall support migration of 12 months of historical meter data for the purpose of analyzing usage patterns.
 - e) The system proposed should not require the City to obtain an FCC license.
 - f) The City requires four handhelds to be used as backups for the system.
 - g) The City desires that the AMR system functions, reports, and data on the control computer be securely accessible remotely by properly authorized persons.
- 3) Miscellaneous Requirements
- a) Existing meters shall be photographed with its consumption displayed prior to removal. Photographs and a spreadsheet detailing the address, consumption level, serial number of the meter, and new serial number shall be delivered to the City on a periodic basis throughout the installation phase.
 - b) Existing meters shall be delivered to the City of Portland Public Works Complex after removal. The City will dispose of meters at the end of the project. If the vendor chooses to retain the meters, the proposal shall include a specific cost adjustment accordingly.
 - c) Vendor will be responsible for coordinating meter replacement with owners and tenants. All installation technicians must be clearly identifiable with name badges and professional in appearance.
 - d) The City's ultimate build-out is a population of 35,000. Any system proposed must be scalable to meet these needs. A statement in the proposal must clearly confirm this requirement.

Overall Proposal Requirements

- 1) The proposals must include:
 - a) pricing for data collection hardware and software;
 - b) pricing for meters in standard sizes ranging from 5/8" to 6";
 - c) pricing for turn-key installation for all meters, including any new lids or boxes that may be required to ensure compatibility;
 - d) installation and training costs for data collection hardware and software;
 - e) estimated life span of the meters and warranty information.
- 2) The proposals should provide consideration and discussion of an installation schedule and concept plan to include:
 - a) phasing of meter installation based on region, meter size, meter age or other;
 - b) explanation of how the new system will allow manual reading of existing system during the transition period;
 - c) methods for dealing with any other concerns that you may be aware of which were unforeseen or unmentioned in this document.

SPECIAL PROVISIONS

Non-Interference

The vendor must propose a system that will allow continued use of the existing meter system while the new system is phased in over the installation period.

Deliverables

The deliverables shall be accepted by the City when (1) the deliverables have been delivered, installed and made ready for the use of the City's site in accordance with the installation and operating specifications; (2) City has tested the deliverables and the deliverables have passed testing; (3) City agrees that deliverables meet or exceed the specifications and those contained in the scope of work and order concerning performance and capabilities of the deliverables, and (4) training has been completed satisfactorily according to the Director of Public Works and Development.

Acceptance Testing

Once the deliverables are installed in City's premises as specified herein with regard to the Final Installation Date, the vendor shall notify the City in writing that the deliverables as specified have been installed, are in good working order, and are ready for use; that the modifications or enhancements are completed as defined and specified herein, are in good working order, ready for use, and to the best of the vendor's knowledge is one hundred percent (100%) operational and that the deliverables as installed are ready for testing. At that point, the City shall have thirty (30) working days to perform and complete acceptance testing on-site. If the deliverables pass such testing, the City shall so notify the vendor in writing termed the Certificate of Acceptance. If the deliverables as installed fail to pass such testing, City shall notify the vendor in writing and the vendor shall then have ten (10) working days to correct any failure. The vendor shall then certify to the City that the failure has been corrected and the City shall have ten (10) working days for additional testing, at which time the City shall supply the Certificate of Acceptance if the deliverables pass testing. If the deliverables fail testing twice, at the City's option: (1) the correction period may be extended as agreed by the parties; or (2) City may terminate the Agreement, return the specifications, product and documentation to the vendor and the vendor will refund to the City any payments previously given to the vendor for the deliverables and modifications or enhancement pursuant to the Agreement.

TERMS AND CONDITIONS

Receipt of Proposals

The submitted proposal(s) must be received by the City Secretary's Office prior to the time and date specified. The mere fact that the proposal was dispatched will not be considered; the vendor must insure that the proposal is actually delivered. Proposals submitted via facsimile will not be accepted for any reason.

Questions and Inquiries

Questions and inquiries about this RFP should be directed to Brian DeLatte, Director of Public Works and Development at (361) 777-4601 or brian.delatte@portlandtx.com. Questions should be submitted in writing on or before 5:00 pm on the date specified herein.

Reservations

The City reserves the right to accept or reject any or all proposals as a result of this request, to negotiate with all qualified sources, or to cancel, in part or in its entirety, this RFP if found to be in the best interest of the City. Additionally, although the City desires to contract with a single vendor for all work/services to be provided, the City reserves the right to split the work/services

and deal with multiple vendors if it is deemed to be in the City's best interest. All proposals become the property of the City of Portland.

Reimbursements

There is no express or implied obligation for the City of Portland to reimburse responding vendors for any expenses incurred in preparing proposals in response to this RFP and the City will not reimburse responding vendors for these expenses, nor will the City pay any subsequent costs associated with the provision of any additional information or presentation, or to procure a contract for these services.

Communication

The City shall not be responsible for any verbal communication between any employee of the City and any potential vendor. Only written requirements and qualifications will be considered.

Management

Should there be a change in ownership or management; the contract shall be canceled unless a mutual agreement is reached with the new owner or manager to continue the contract with its present provisions and prices. This contract is nontransferable by either party.

Insurance

The vendor shall procure and maintain throughout the duration of the project at its sole expense insurance against claims for injuries to persons or damage to property which may arise from or in connection with performance of the work. Policies shall include Minimum Bodily Injury Limits of \$300,000 per occurrence and Property Damage Insurance with minimum limits of \$50,000 per occurrence. Automobile Liability Insurance for all owned, non-owned, leased, and hired vehicles with minimum limits for Bodily Injury of \$100,000 each person, \$300,000 each occurrence and Property Damage minimum limits of \$50,000 for each occurrence. Coverage shall be maintained for two years after the termination of the contract. The City, its officers, employees, and elected officials shall be named as additional insured to all applicable coverage.

Payment Terms

Invoices must be submitted by the vendor in duplicate to the City of Portland, Accounting Dept, 1900 Billy G. Webb, Portland, Texas 78374. All invoices to be paid in full within 30 days after satisfactory delivery and billing of goods or services.

Performance Bonds

The vendor is required to furnish a Performance Bond in a penal sum of One Hundred Percent (100%) of the total amount payable under the contract and a Labor and Material Payment Bond in a penal sum of One Hundred Percent (100%) of the total amount payable under the contract. The surety shall be licensed to do business in San Patricio County, Texas, and be acceptable to the City.

Pricing

All pricing submitted with the proposal must be guaranteed for a minimum of ninety (90) days.

Negotiations

Negotiations may be conducted with as many as three of the responsible vendor(s) that submit proposals that are reasonably suitable for selection. All vendor(s) reasonably suitable for selection based on criteria set forth in this RFP may be given an opportunity to make a presentation and/or interview with the Project Team. Following any presentations and/or interviews, vendors will be ranked in order of preference and contract negotiations will begin with the top ranked vendor. Should negotiations with the highest ranked vendor fail to yield a contract or if the vendor is unable to execute said contract, negotiations will be formally ended and then commence with the second highest ranked vendor, etc.

Award of Contract

Award of the contract shall be made to the responsible vendor(s) whose proposal is determined to be the best evaluated offer resulting from the proposal and negotiation process, taking into consideration the relative importance of price and other factors set forth in this RFP.

EVALUATION FACTORS

After receipt of proposals, the City of Portland will use the following criteria in the selection process. These evaluation factors will assist in determining which vendors, up to three, will be selected for follow-up presentations. The City may, at its sole discretion, elect not to conduct presentations and begin contract negotiations with the top-ranked vendors as described in this RFP.

30%	Rates and expenses
25%	Qualifications and experience
15%	Project time-line
15%	Project design and methodology including technical approach and understanding of the scope of the project.
10%	Single vendor overseeing entire project
5%	References

FORMAT REQUIREMENTS

You may respond in writing by sending, one (1) original, five (5) copies and one (1) electronic version (CD-ROM) of the proposal in a sealed envelope bearing the name and address of the respondent.

The City of Portland requires comprehensive responses to every section within this RFP. To facilitate the review of the responses, vendors shall follow the described proposal format. The intent of the proposal format requirements is to expedite review and evaluation. It is not the intent to constrain vendors with regard to content, but to assure that the specific requirements set forth in this RFP are addressed in a uniform manner amenable to review and evaluation.

TAB A Qualifications and Experience

- 1) Describe the qualifications and experience of the vendor in the last thirty-six (36) months in performing services in similar size and scope. Particular emphasis will be placed on vendors that have provided similar services in municipalities.
- 2) Identify the project manager and each individual who will work on this project.

TAB B Rates and Expenses (System)

- 1) Provide a proposed fee schedule for the system installation. Such as hardware, software, meter reading equipment, and other appurtenance to facilitate automated meter reading.
- 2) Expenses not specifically listed will not be considered reimbursable.

TAB C Rates and Expenses (Meters)

- 1) Provide a proposed fee schedule and replacement timeline for the meter exchange program. Please discuss the rationale for this proposed schedule.
- 2) Expenses not specifically listed will not be considered reimbursable.

TAB D Project Timeline

- 1) Proposals must provide chronological timeline of each task or event and the estimated time required to complete the engagement.

TAB E Project Design and Methodology

- 1) Proposals must indicate the technical approach used and a clear understanding of the scope of the work, including a detailed project plan for this project outlining major tasks and responsibilities, time frames, and staff assigned for each category of the scope of work identified above.
- 2) Proposals shall clearly distinguish the vendor's duties and responsibilities and those of the City. Absence of this distinction shall mean the vendor is assuming full responsibility of all tasks.
- 3) Describe the process of City staff adding additional meters to the system as new subdivisions are constructed.

TAB F Oversight from Single Vendor

- 1) The City strongly desires to contract with a single vendor to accomplish all work and/or services outlined in this Request for Proposal.
- 2) Any proposed subcontractor must be identified in the proposal response.
- 3) Any work not conducted by the Vendor or his subcontractor must be disclosed.

TAB G References

- 1) Provide references for similarly successful projects from three government agencies, including the name of the agency, contact name, telephone, fax and email address. Reference listings should also include any relevant project numbers and contract prices.

TAB H Exclusions, acknowledgement of any addenda issued.