

City of Mankato

Department of Administrative Services
10 Civic Center Plaza, Mankato MN, 56002

INVITATION FOR BIDS FOR: Water Meter Replacement

November 1st, 2024
City Project No. 11065



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Water Meter Replacement
City Project No. 11065

I – OVERVIEW

WATER METER REPLACEMENT PROGRAM INTRODUCTION

The City of Mankato (hereinafter referred to as “City”) is seeking proposals from qualified firms, experienced in the installation and implementation of Automated Meter Reading (AMR) and Advanced Metering Infrastructure (AMI) systems outlined in this Request for Proposals. The proposed meters to be installed will be connected via ITRON ERT® (Encoder, Receiver, Transmitter) communication module which will communicate through the Verizon cellular network to the City’s existing metering and billing platform.

Encompassed in the scope of the water meter replacement program the city will be replacing 7,200 existing meters and encoder receiver transmitters (ERT) with Diehl Hydrus Ultrasonic meters including the various sizes as listed 5/8”; ¾”; 1.0” and 1 ½” in sizing and Itron Cellular 500W Modules. These meters enable accurate measuring with long-term stability and the ERT’s will allow a fixed network system by utilizing Verizon’s Cellular Network to obtain readings with both having manufacturer warranties for up to 20 years.

II - SCOPE OF WORK

The Scope of Work covers the Water Meter Replacement Program City Project Number 11065. The following includes project details and a description of work effort for the installation of the ultrasonic water meters and encoder receiver transmitter.

WORK EFFORT: WATER METER REPLACEMENT PROGRAM

a. Replacement of the city provided 7,200 meters and ERT in accordance with the prescribed meter size allocation as listed below:

ERT and Meter Size	Meters to Order
500W	7200 total
5/8”	6500
¾”	175
1.0”	300
1.5”	225

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b. Proposer shall meet project and bidding requirements as listed below:

Task	Date
Request for Proposal Issued	November 1 st , 2024
Pre-Proposal Meeting	November 14 th , 2024
Proposals Due	November 22 nd , 2024 10 a.m.
City Council Contract Approval Recommendation	November 25 th , 2024
Execute Meter Installation Contract	November 26 th – December 16 th , 2024
Commence Meter Installation Project	February 3 rd , 2025
Meter Installation Project Completion	November 30 th , 2026

c. Required Pre-Proposal Meeting. Each Proposer will be required to attend a Pre-Proposal meeting on November 14, 2024 at 1:00 p.m. at the Intergovernmental Center, 10 Civic Center Plaza, Mankato, MN 56001. The meeting room will be the Heritage Room located on the 1st floor of the Intergovernmental Center.

d. Installation Schedule: Proposer shall provide an installation schedule prior to commencement of the project. Final schedule shall include, at a minimum, an estimated number of meters to be completed each week, the number of installers deployed each week, any anticipated float time, non-working days, and any other milestones pertinent to the completion of the project for the total duration of the proposed schedule. The Proposer's Installation Schedule is required to follow the City's timeline of one year and ten months with a reasonable distribution of installations throughout.

1. The installation schedule will be subject to the City's review prior to the start of work in each installation zone with consideration for billing cycles in regard to data integration.

e. Install water meters and ERT's provided by the City, following the workflow, installation guidelines, and other requirements as described in this RFP.

f. Coordinate with the City's staff on entering the data collected as meters are installed and activated. As outlined in (i.7).

g. Standard Working Hours: Proposer to provide standardized installation time blocks for a given week period with any exceptions noted. For accounts that may require scheduling an appointment outside of the standardized installation time blocks, provide an alternate installation time block. Appointments within this time block shall be compensated for at a rate established in the Contingency item section of the Unit Price Schedule for "Installation Appointment during Non-Standard Hours". City staff standard working hours are between 7:00 A.M. and 4:30 P.M. The City may permit installations outside of standard working hours on weekday evenings or on Saturdays between 8:00 A.M. and 3:30 PM. Any installations outside of standard working hours must be approved by the City prior to installation.

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h. Installation Workflow (City's Meter Conversion Process): The steps for the City's typical meter conversion process are enumerated below for the Proposer's review. The workflow must be followed for each installation for the duration of the contract. Proposer will be required to have a work order or service order program that will be able to be downloaded into an CSV file for the City to utilize for billing updating.

1. Pick up new meter and transmitter from the City Water Resource Recovery Facility . Sign out all Items on a sheet provided by the City. Do not disconnect the meters from the transmitters.
2. Each meter will need be labeled with the service address and the type of water usage. For example: 123 MAIN ST – DOM or 123 MAIN ST – IRR)
3. Document the old serial number and reading and with photographs as outlined in Sections i.7. and i.8. below.
4. Take at least three (3) additional photographs of the area surrounding the existing meter as outlined in Section i.8. below.
5. Indicate if the meter is located in a crawl space, basement, or slab on grade dwelling.
6. Indicate if the incoming water service is lead, copper, or galvanized steel.
7. Install the new meter and transmitter with wire provided by the City.
8. Enter the new serial number and other meter information as outlined in Section i.7. below.
9. Installer shall perform a Check Endpoint and Cellular Performance Check at the time of installation with the IMR and document, and photograph the results for each install in their Work/Service order system.
10. Take photographs of the new meter as outlined in Section i.8. below.

i. Installation Guidelines: The following provisions shall be utilized to establish the basic requirements for the water meter installations included under this contract. Installation responsibilities include:

1. Identification Badges – The Proposer, its agents, and subcontractors, must wear identification badges provided by proposer with the City logo, company logo, and installer's name and photo, at a minimum, at all times when completing the work outlined in this RFP. Badges may be posted on the City website for customer awareness and/or provided to local authorities to provide identity verification if requested by customers. All identification badges must be returned to the City before final payment.

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2. Customer Mailings – The Proposer must mail each targeted customer with notification of the necessary meter installation and appointment scheduling information. City shall provide format letter and address list for mailing to take place. Additional mailings shall be sent to customers who cancel installation appointments or fail to schedule an appointment. After three (3) attempts to contact the customer within reasonable intervals are complete, the customer account shall be identified as “non-responsive”, and the City must be notified of the non-responsive customer. The Proposer should not anticipate completing installations for customers identified as non-responsive. All customer mailings must be reviewed and approved by the City prior to distribution.

3. Appointment Scheduling – The Proposer must provide a method for customers to schedule appointments. The Proposer is required to allow customers to note any special requirements or circumstances of which installers should be aware ahead of installation. The proposer shall include special notes with scheduling records. All installers entering customers’ homes must wear boot covers and carry facemasks to be worn if requested by the customer.

4. Water Shutoffs – The Proposer, its agents, and subcontractors, will be responsible for shutting off the water to each meter serviced as well as notifying each customer of the water shutoff. The proposer must provide at minimum a 24 hour notice to the property owner. Some assistance may be required by the City with the notification of its customers and addressing any valves that cannot be shutoff. Water may be shut off by the Proposer at the curb box, if necessary. The Proposer should notify City staff immediately of any circumstances that may prevent the completion of the work agreed upon under this contract, including, but not limited to, broken valves, unforeseen conditions within a property or installation area, and any other possible disruption or delay to the scope of work and/or schedule. The Proposer will knock on the doors of customers as well as leave notifications on their doors.

5. Transmitter Configuration – The Itron transmitter attached to the water meter (by City) shall be appropriately positioned during installation for the most efficient use of its communication ability. Additional details for methods of properly attaching or positioning the transmitter shall be discussed at the pre-construction meeting. The Proposer shall not be responsible for verification of the transmitter’s reading after installation.

6. Data Collection Field Device – The Proposer must furnish iPads or tablets for recording information in their work or service order software. The Proposer’s field device must have a sufficient camera for the photographs required to be recorded below. Additional details may be requested at the mandatory pre-proposal meeting.

7. Data Collection and Management – The Proposer shall be required to collect the specified data as it completes the installation work. The Proposer shall provide daily, weekly, and monthly progress reports. Proposer must provide an updated inventory of meters used on the City provided inventory sheet daily. At a minimum, the following data fields must be collected and provided in the downloadable CSV file for each meter installation:

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- Existing meter reading
- Existing meter serial number
- Existing transmitter serial number
- New meter serial number
- New transmitter serial number
- New meter reading if different than 0
- Record results of the Check Endpoint & Cellular Performance Check
- Water service line material type inventory (If the service line material type is lead, provide additional information as required in Section 9, Lead Service Line Material Inventory.)
- Record service line point of entry (e.g., basement, slab, or crawl space).
- Record inaccessible meters and notify the City within 24 hours
- Record non-working service valves or locations where meters cannot otherwise be replaced
- Confirm whether a sump pump is present and if so if it passes or fails
- Confirm whether a backflow preventor, irrigation service line, or reduced pressure zone is present

8. Photographs – Proposer shall document using clear photographs of the existing meters prior to install and the finished installation with the new meter. The Proposer must provide the City with photograph documentation in addition to the previously mentioned data provisions. Photographs to be tied to the meter account log as part of the Proposer's electronic data management. At a minimum, photographs of each installation shall include:

- Existing meter serial number
- Existing meter read
- Service line material type (to extent it can be determined photographically)
- Service line entry point
- General meter installation area
- New meter serial number and transmitter number
- New meter read
- Results from the Check Endpoint & Cellular Performance Check from the handheld device
- Obstructions preventing access to meters.

The Proposer is not expected to inspect areas that are not accessible by conventional means.

9. Lead Service Line Material Inventory – If the service line material type is lead, notify the City within 24-hours of discovery. If lead is discovered, record the service diameter. Provide a sufficient number of photographs (3 minimum) showing the service line, point of entry, and the area surrounding the meter. City will work with the Proposer to develop a standard handout notice regarding lead service lines for Proposer to leave with customers after discovery.

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10. Data Integration – The Proposer shall be responsible for providing a CSV file with all of the data collected for each metered account, which will include links to the photographs for City staff to access. The Proposer shall provide the City with confirmation of each installed meter, to be coordinated with City staff.

11. Existing Conditions & Contingency – The Proposer is responsible for repairing any damage it causes that result from the meter installation; the Proposer shall not be liable for pre-existing conditions or leaks. Should such conditions occur, the Proposer shall document them and at the City's request, repair them for a negotiated price. All anticipated costs of repair work or additional work consequential to the completion of the scope of work shall include cost of material and installation. If pre-existing conditions do not permit installation for any reason, the Proposer must provide the City with photographs showing clear justification for why the installation cannot be performed.

12. Disposal – The Proposer shall coordinate with the City for the disposal of all waste, debris and materials removed for the installation of new meters. The Proposer shall include disposal costs in bid for all work pertaining to the breakdown of existing water meters and Itron transmitters, including recycling of brass from existing water meters, appropriate disposal of lithium batteries and mandated deposit documentation, and appropriate disposal of all remaining materials, such as radios, circuit boards, and other components in the existing water meters and transmitters.

13. Itron Transmitter Assembly – The City's intent is to provide the assembled Ultrasonic Meters and Itron transmitters to the Proposer for all meter installations under this contract. Should City staff availability be limited for the meter and transmitter assembly, the City may request the Proposer to assemble the meters and transmitters to eliminate cause for delay in completion of the contract.

14. Liability – Contractor is required to submit a Certificate of Insurance (naming City of Mankato as an additional insured party) to the City of Mankato prior to work commencing to the following limits:

Insurance Limits:

Worker's Compensation and related coverages:

State: Statutory

Applicable Federal: Statutory

Employer's Liability: \$100,000/\$500,000/\$100,000

Contractor's General Liability: Liability and property damage insurance to protect contractor and subcontractors performing Work of this Contract from claims of personal injury, accidental death, property damage claims arising from operations under this Contract, completed operations and product liability coverages, and eliminating the exclusion with respect to property under the care, custody, and control of Contractor.

Bodily Injury (including completed operations and product liability):

Each Occurrence: Not less than \$500,000

Annual Aggregate: Not less than \$1,500,000

Property Damage (including Explosion, Collapse, and Underground Coverage as applicable):

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Each Occurrence: \$300,000
Annual Aggregate: \$800,000
Or a combined single limit of \$1,500,000 Each Occurrence

Broad form comprehensive liability endorsement is acceptable in lieu of personal injury and contractual liability.
Completed Operations: Provide evidence to Owner and additional insureds of 2 years of continuation of insurance from date of final payment.

15. Non-Covered Work – The proposed meter replacements under this contract constitute a standard meter change out. In the event that location conditions require non-standard work (e.g. move a service location, move customer structures & items for access, resizing or re-plumbing services, etc.), a plumbing code violation is noticed or prohibits the work to be performed, or some other obstruction prevents replacement of the meter, the Proposer and City will discuss pricing and work may proceed provided City approval or the City may elect to excuse this work from the Project.

16. Warranty – Proposer shall warrant to the City that all work and services provided by the Proposer shall be performed utilizing best practices and in compliance with any specifications set forth in the negotiated contract, with such warranty to expire one year after project completion (the “Warranty Period”).

17. Bid Security

A bid must be accompanied by Bid security made payable to the City of Mankato in an amount of 5 percent of the Bidder’s maximum Bid price and in the form of certified check, bank money order, or a Bid Bond issued by a surety.

The bid security of the Successful Bidder will be retained until such Bidder has executed the Contract Documents, furnished the required contract security and met the other conditions of the Notice of Award. If the Successful Bidder fails to execute and deliver the Contract Documents and furnish the required security within 10 days after the Notice of Award, the City may consider Bidder to be in default, annul the Notice of Award, and the Bid security of that Bidder will be forfeited. Such forfeiture shall be the City’s exclusive remedy if the Bidder defaults.

The Bid security of other Bidders whom the City believes to have a reasonable chance of receiving the award may be retained by the City until the Effective Date of the Agreement, whereupon Bid security furnished by such Bidders will be returned.

Bid security of other Bidders whom the City believes do not have a reasonable chance of receiving the award will be returned within seven days after the Bid opening.

18. Performance Bond

After the contract has been awarded to the Contractor, prior to starting any work, the Contractor will provide the City with a Performance Bond for the full 200% amount of the contract.

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19. Other Work – Proposer shall cause no change to the proposed schedule to perform other work requested by homeowners. Any additional work requested by a homeowner shall be at the homeowner's expense and may not be performed during the installation of water meters under this contract.

Responsibilities of the City during Installation:

20. City-Furnished Data – City shall provide the Proposer all existing and new meter data in the City's possession, including previous reports, maps, surveys, and all other information in the City's possession deemed necessary as it relates to the project. The City shall be responsible for assisting the Proposer in identifying the location of existing meters. Should the Proposer require assistance in locating the meter or water shut-off location, the City shall provide assistance in a timely manner.

21. Liquidated Damages

The City and the Contractor agree that time is of the essence in completing the project by the Substantial Completion Date. Should the Contractor fail to complete the work by the Substantial completion date, the Contractor will be subject to liquidated damages. The contractor shall pay the City **\$1,500** for each day that expires after the Substantial Completion Date. If the Contractor neglects, refuses, or fails to complete the remaining work by the Project Completion Date, the Contractor shall pay the City **\$1,500** for each day that expires after the Project Completion Date until the project is completed. Payment of the liquidated damages shall be paid in the form of a Change Order to the contract cost. Shall the Contractor refuse to sign the Change Order, the City reserves the right to reduce the total Contract Cost by the amount of liquidated damages. If the liquidated damages exceed the remaining unpaid balance of the contract, the remaining unpaid balance of the Contract will be credited towards the total cost of the liquidated damages. The Contractor will then pay the City the difference between the liquidated damages and the unpaid balance of the contract.

- **Project Delays**

Project delays must be tracked by the contractor and must submit a written explanation of the delay to the City. Project delays will either be classified as "Excusable Delays" or "Non-Excusable Delays"

- **Excusable Delays**

Excusable delays which will generate a change order on the Substantial Completion date and Contract Time. The following are lists of excusable delays:

- Delays due to extreme weather conditions or natural disasters such as fires, tornadoes, lighting strikes, epidemics or other cataclysmic phenomena of nature.
- Delays due to weather which will inhibit the ability to perform the work, or which go against the Manufacturer's recommended installation conditions such as rain, hail, high wind conditions or other specific contradictions of conditions stated by the manufacturer.

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- Unforeseen material delivery delays due to freight embargoes, government acts, or regional material shortages.
- Delays due to civil disturbances.
- Delays due to acts of the public enemy.
- Delays due to additional work, at the request of the City, to the Contractor which changed the original Scope of Work.
- Delays due to labor strikes that are not caused by improper acts or omissions of the Contractor, Subcontractor, Manufacturer, or Supplier.
- Any other delays which were unforeseeable by the Contractor and/or the City which are not the Contractor's or the City's Fault

- **Non-Excusable Delays**

Non-excusable delays are delays which will not generate a change order to the Substantial Completion Date or the Project Completion Date. The following are Non-excusable Delays:

- Delays due to the Contractor's mismanagement or miscommunication to the City or their employees.
- Delays due to slow delivery of materials when the material was in warehouse stock due to the Contractor ordering the material late, reasons of priority, financial considerations or any other causes.
- Delays due to the Contractor's failure to providing sufficient staffing or equipment to complete the project by the Substantial Completion Date and the Project Completion Date.
- Delays caused by equipment failure due to Contractor's failure to maintain the necessary equipment in good condition or to their failure to provide immediate or emergency repairs to the necessary equipment.
- Any other situation which could have been foreseen prior to the date of bid opening.

22. Approvals/Permits

Contractor is responsible for all necessary permits and permit fees including but not limited to local, state, and federal agencies, required to complete the work in the above scope of work. All work must meet local and state building codes. Contractor shall present approved building/plumbing permits if deemed applicable.

23. Changes in Scope of Work

Any variation in the work (additional work/and or deduction) identified in the Scope of work and the signed contract documents must be approved through a Change Order prior to work being completed.

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III - PROPOSAL

Evaluation and award of bid will be based upon Proposer's total cost to complete work as identified in the scope of work. In order to be considered for award, each Proposer must submit the following items by 10:00 A.M. on November 22, 2024:

Signed and completed Required Forms:

1. **Proposal Submittal Form**
 - a. Proposer must complete the City's Bid Form, signed by an officer with authority to execute contracts. In accordance with industry standard terms and conditions, the term "Bid" and its variants shall be considered interchangeable with the term "Proposal" and its variants.
2. **Security Bond**
 - b. A bid must be accompanied by Bid security made payable to the City of Mankato in an amount of 5 percent of the Bidder's maximum Bid price and in the form of certified check, bank money order, or a Bid Bond issued by a surety. The bid security of the Successful Bidder will be retained until such Bidder has executed the Contract Documents, furnished the required contract security and met the other conditions of the Notice of Award. If the Successful Bidder fails to execute and deliver the Contract Documents and furnish the required security within 10 days after the Notice of Award, the City may consider Bidder to be in default, annul the Notice of Award, and the Bid security of that Bidder will be forfeited. Such forfeiture shall be the City's exclusive remedy if the Bidder defaults.

Bid Details

Bids and required submittals are to be submitted to the City no later than **Friday, November 22, 2024 at 10:00 AM**. Invitation for bids will be posted on Quest CDN (Quest CDN eBidDoc #9392806) and can be submitted in the following matter:

- Bid Form and required submittals shall be submitted via Quest CDN.
- The City of Mankato reserves the right to reject any or all bids that are submitted.

The anticipated date of City Council award of contract is November 25th, 2024

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Proposer Submittal Form

Responsible Contractor Verification and Certification of Compliance

I affirm under oath that by submitting this bid that all prime and subcontractors party to this bid are in compliance with each of the minimum criteria in Minnesota Statutes, section 16C.285, subdivision 3.

Signed: _____
Printed Name: _____
Title: _____
Date: _____

BID

ITEM #	ITEM	TOTAL
1	Total Meter Replacement Project Cost	\$

Bidding Information:

1. Bids must be signed by an authorized officer of the proposing company.
2. In submitting the bid, proposing company agrees that City of Mankato has until December 16th, 2024 to accept and notify proposing company of Notice of Award.
3. Upon receipt of Notice of Award, Certificate of Insurance, and ACH electronic banking form provided within 10 days.
4. Certificate of Insurance requirements: Before commencement of any work, submit written evidence to the City that all required insurance policies have been obtained. The certificates shall contain a provision that the coverages will not be canceled, materially changed, or renewal refused until at least thirty (30) days prior written notice has been provided to the City. The City of Mankato, its officials and employees shall be listed as Additional Insureds on a primary basis.

Signed: _____

Title: _____

Company Name: _____

Phone: _____

Address: _____

Email (required) _____

Date: _____

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Addendum Acknowledgement

- Authorized employee of the Contractor must initial the receipt of all Addendums that were issued for bid to be considered.

Addendum #1 _____ Addendum #2 _____
Addendum #3 _____ Addendum #4 _____

Project Closeout

Certified copy of IC-134 form submitted to Owner. Form available at Minnesota Department of Revenue and online at <http://www.taxes.state.mn.us> under Forms and Instructions.

Provide evidence of final, continuing insurance coverage complying with insurance requirements.

C. WITHDRAWAL OF PROPOSALS

No proposal shall be withdrawn after the opening of any proposal without the consent of the City. Any proposal may be withdrawn at any time prior to the time fixed in this document for the opening of proposals provided that a request in writing executed by the Proposer or duly authorized representative for the withdrawal of such proposal is filed with the City prior to the time specified for the opening of proposals.

D. OTHER

Each Proposer is responsible for reading this RFP and determining that the RFP and attached documents describe the Project in sufficient detail.

After proposals have been opened, no Proposer shall assert that there was a misunderstanding concerning the nature of the Project or the quantities and specifications of the material/equipment/items to be delivered, and no such claim shall relieve a Proposer from its obligation to perform. All proposals must be made in accordance with this RFP, which is posted on the City website at <https://qcpi.questcdn.com/cdn/posting/?group=7383&provider=7383>