

REQUEST FOR PROPOSALS

Town of Narrows Water Meter Replacement Project

Proposals due June 27, 2022

1.0 GENERAL INFORMATION

The Town of Narrows (Town) is seeking qualified suppliers (Contractor) to provide replacement water meters for use of the Town's public works department. The Town currently has legacy water meters in place for customers of the Town's water system, and seeks to replace such meters with modern meters having expanded technical capabilities in accordance with the attached specifications. The successful Contractor will be responsible for ensuring that the new equipment is properly installed and incorporated into the Town's existing facilities. The Project will be awarded to the Contractor whose proposal is determined to be in the best interests of the Town and in accordance with the requirements of this Request for Proposals ("RFP"). Award will be based on the Contractor's response to the RFP *Section 6.0 Proposal Content and Format* and as evaluated under requirements as shown in the RFP *Section 8.0 Selection Policies* and *Section 9.0 Selection Committee and Evaluation Criteria*. The successful Contractor will not necessarily be determined solely on the lowest price estimate, but rather the proposal that is determined to provide the best overall value.

2.0 INQUIRIES

Clarification of the terms and conditions of this proposal should be directed to John Davis, Public Works Director, at 540-726-2423 or via email: jdavis@townofnarrows.org. All inquiries that affect the nature of the proposed contract or proposal contents will be conveyed to all parties receiving this Request for Proposals. The Town shall not be responsible for any information given by way of verbal communication.

3.0 CONTRACT AGREEMENT INFORMATION

3.1 General Information

The Town desires to enter into a limited scope agreement directly with the Contractor for the provision and installation (to the extent needed) of new water meters, along with the attendant gaskets, attachments, antennae and other equipment in accordance with the specifications incorporated herein.

3.2 Proposed Schedule

The Town requests that the Project be completed as soon as possible.

3.3 Stored Materials

The Town shall pay for all contractor stored materials provided they are securely stored on site or at the Public Works facility.

3.4 Change Orders

A contract change order will be issued if existing portions of the system are found to have corrosion damage or other issues that require its replacement or modifications. Changes in scope of work that reduce the materials and/or labor involved as originally proposed shall be handled as a deductive change order.

3.5 Project Cost Estimate

The Contractor shall provide unit pricing for the equipment specified herein, which line item pricing shall include installation. Any building and equipment installation details and assumptions used in preparation of the cost estimate should be included in the RFP submission.

3.6 Payment Terms

The proposal should include Contractor's proposed payment terms and anticipated invoicing schedule. The Town may elect to withhold retainage on installation costs for equipment delivered to the Town's Public Works facility, pending installation.

3.7 Project Funding

Notice: Owner and Contractor acknowledge that the project described in the Agreement may be funded in whole or in part by American Rescue Plan Act (ARPA) funding. Owner and Contractor agree to comply with all federal, state, and local rules, laws, and regulations relating to the use of ARPA funding for the project. Furthermore, the Owner and Contractor agree to comply with the provisions of the federal inserts and notices attached hereto as Exhibit 2.

3.8 Contract Award

The Town of Narrows reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with any qualified Contractor or to modify or cancel in part or in its entirety the Request for Proposal, in accordance with applicable law, if it is in the best interest of the Town to do so. This Request for Proposal does not commit the Town of Narrows to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services.

Any offeror who desires to protest the award of a contract shall submit such protest in writing to the Town of Narrows no later than ten days after the announcement of the award.

4.0 SCOPE OF SERVICES

The successful Contractor shall be responsible for providing such industry-specific design expertise and other resources as required to provide the specified equipment and install same successfully into the Town's existing system. The Town of Narrows reserves the right to decrease or increase the scope of services described above during contract negotiations with the highest-ranking Contractor. At present, the Town expects to purchase approximately 1,100 to 1,200 meters and required equipment and software for remote metering and leak detection. The Town will consider proposals meeting the following parameters:

- 20-year accuracy guarantee
- Starting flow 0.015 GPM
- ANSI / AWWA C715-18 Ultrasonic Capability
- Maximum operating pressure 250psi
- Built in ALD capabilities (desired but will consider other leak detection methodologies)

Proposals should include equipment required to achieve remote-read functionality, including antennae, receivers, any necessary software, leak detection and billing functionality. The successful contractor will also provide project management assistance training of Town staff on the new system and other incidentals required for a fully-functioning remote-read metering, leak detection and billing operations. The aforementioned scope is provided as a good faith estimate for pricing purposes, but no quantities are guaranteed until a signed purchase order/contract is delivered. Prospective vendors should not that the attached Exhibit 1-Specifications are FOR ILLUSTRATIVE PURPOSES ONLY. EVALUATION WILL NOT BE CONFINED TO FLOWIQ SYSTEMS, AND ANY FUNCTIONALLY SIMILAR VENDOR SOLUTIONS WILL BE CONSIDERED.

5.0 WARRANTY AND INSURANCE REQUIREMENTS

The Contractor shall clearly state the terms of the proposed warranty in the proposal.

The Contractor shall indemnify and hold harmless the Town of Narrows its agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily injury or property damage that may happen to occur in connection with and during the performance of the contract, resulting from acts or omissions of the Contractor. The Contractor will maintain the following minimum insurance requirements.

- Worker's Compensation – Statutory requirements and benefits, but in no event less than-\$100,000/\$500,000/\$100,000 Employers Liability: accident, disease, policy limit

- General Liability - \$1,000,000 per occurrence, \$2,000,000 aggregate applies per project. The Town of Narrows shall be named as additional insured with respect to goods and services being procured. This coverage is to include Premises/Operations liability, Products and Completed Operations Coverage, Independent Contractor's Liability and Personal Injury Liability.
- Automobile Liability - \$1,000,000 CSL Bodily injury and Property Damage.
- Premises/Operations, Independent Contractors, Products, Completed Operations, Contractual Liability, Personal Injury Liability - \$1,000,000 occurrence, \$2,000,000 aggregate.
- The Town of Narrows shall be named an additional insured and provided with a Certificate of Insurance before access to the site can be granted.

6.0 PROPOSAL CONTENT AND FORMAT

Qualified contractors shall provide appropriate information in accordance with the content and format requirements of this Request For Proposal. The proposal should include a brief written description with any graphics as deemed necessary for the following information:

1. Provide a brief summary of the Contractor understanding of the Scope of Services.
2. Provide a concise, detailed price estimate for the specified items.
3. Provide three or more governmental or other commercial references of past work experience on similar contracts or relevant projects.
4. Proposal should include assumptions made on the condition of the existing system or other important details as necessary to define the basis of the cost estimate.

7.0 SUBMISSION REQUIREMENTS

Proposals shall be prepared simply and economically, providing a straightforward, concise description of the Contractor's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content. Elaborate brochures and other representations beyond that sufficient to present a complete and effective proposal are not required or desired.

Proposals should address all aspects of this RFP and should include a signature of a principal or approved authority of the organization.

Submission of three copies of the Contractor's proposal in a sealed envelope or package that is clearly marked as a response to this RFP is preferred. However, a single PDF file document sent to jdavis@townofnarrows.org will be accepted on the proposal due date. The hard copy proposal should be enclosed in a sealed envelope or package plainly marked as shown below to prevent accidental opening before the due date. Contractor will bear all risk and responsibility to ensure that

proposals are actually received on or before the date and time specified, regardless of delivery method. It is recommended that contractors/offerors contact the Town via telephone to confirm receipt.

SEALED PROPOSAL

Town of Narrows Water Meter Replacement Project

Proposal Due Date – June 27, 2022

Deliver Proposals no later than 5:00 p.m. on June 27, 2022. Responses received after this time will not be considered. Proposal envelopes will be marked with the date and time when received at the Town of Narrows Municipal Building. Proposals will remain unopened until the selection committee meets after the due date. Proposals sent by hand delivery, US Postal Service express mail, or private delivery service (FEDEX, UPS, etc.), should be sent to:

ATTN: John Davis, Public Works Director
Town of Narrows
P.O. Box 440
210 Main Street
Narrows, VA 24124

8.0 SELECTION POLICIES

The Town of Narrows reserves the right to accept or reject any or all proposals received as a result of this request; to negotiate with any qualified Contractor or to modify or cancel in part or in its entirety the Request for Proposal if it is in the best interest of the Town to do so. This Request for Proposal does not commit the Town of Narrows to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services.

The Town will select a Contractor to provide the services requested using the Competitive Negotiation procedure as outlined in the Virginia Public Procurement Act.

The Town shall evaluate and rank each proposal based on the established selection criteria included within *Section 9.0 Selection Committee and Evaluation Criteria* of this RFP. Selection shall then be made of two or more Contractors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price. Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but shall not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the Town shall select the offeror which, in its opinion, has made the best proposal and provides the best value, and shall award the contract to that offeror.

The Town of Narrows prohibits discrimination and requires compliance with state and federal immigration laws as defined under the Code of Virginia Chapter 43 Virginia Public Procurement Act. The Town is an equal opportunity employer and encourages participation of small businesses, minority owned businesses, women owned businesses and service-disabled veteran owned businesses in all procurement activities.

The Town of Narrows assures compliance with Title VI of the Civil Rights Act of 1964, as amended. The Town of Narrows does not discriminate against an offeror because of race, religion, color, sex, sexual orientation, gender identification, national origin, age, disability, status as a service-disabled veteran or any other basis prohibited by state law relating to discrimination in employment.

9.0 EVALUATION CRITERIA

The Town's evaluation criteria will generally involve economic/financial factors and relevant experience, specific expertise, and performance references on previous projects. The following criteria will be considered in evaluating the proposals:

- Price;
- Quality and compatibility of the equipment proposed;
- Qualifications and experience of Contractor in similar projects;
- Quality of warranties offered;
- Long term cost/benefits of the proposed equipment in terms of reliability, required maintenance, energy consumption and overall costs of operation;
- Proposed project schedule and/or delivery timeline;
- Reference source comments and past record of performance on similar projects.

10.0 ATTACHMENTS

EXHIBIT 1 – Illustrative Specifications

EXHIBIT 2 – Federal Inserts