REQUEST FOR PROPOSALS

RFP-MCC-2304

SUPPLY AND INSTALLATION OF WATER METERS SPRINGHILL N.S.

MUNICIPALITY OF CUMBERLAND

UPPER NAPPAN SERVICE CENTRE
1395 BLAIR LAKE ROAD
UPPER NAPPAN, NS
B4H 3Y4

May 9, 2023

MUNICIPALITY OF CUMBERLAND

REQUEST FOR PROPOSALS

SUPPLY AND INSTALLATION OF WATER METERS SPRINGHILL N.S.

INTRODUCTION

The Municipality of the County of Cumberland (Municipality) is requesting proposals from qualified firms for the supply and installation of water meters in Springhill NS.

This Request for Proposal (RFP) and any supporting documents supplied with it define both the form and content required of your proposal. We urge you to structure your response in accordance with the terms of this RFP. It will be by these criteria that we will determine whether a Proposal is complete, appropriate, and competitive. **Proposals that do not conform to these terms and conditions may be given lesser weight than others or may be rejected.**

This document is not intended to limit the content of your Proposal, but rather, to provide a common framework for the Municipality to assess each Proposal in a professional manner in a demonstrably fair process. You may provide unsolicited information if you consider it to be relevant.

Proposal packages may be subject to disclosure under the Province's "freedom of information" legislation. By submitting a Proposal, the Proponent agrees to the appropriate disclosure of the information supplied, subject to the provisions of the governing law. The Municipality cannot guarantee the confidentiality of the complete content of any Proposal after the procurement has been awarded to the successful Proponent.

SECTION 1 - TERMS AND CONDITIONS

SUBMISSION OF PROPOSALS

The following is to be used in the preparation and submission of a proposal to provide Supply and Installation of Water Meters in the Community of Springhill NS.

1. Completed proposals and will be submitted to:

   MUNICIPALITY OF CUMBERLAND
   UPPER NAPPAN SERVICE CENTRE
   1395 BLAIR LAKE ROAD
   UPPER NAPPAN, NS
   B4H 3Y4

   ATTENTION: Mr. Justin Waugh-Cress, P. Eng.
   Director of Public Works

   The Proposal shall be submitted by the following method: in a sealed envelope, clearly labelled with the proposal number, title, and date/time of closing.

   Proposals may be submitted electronically, in a PDF document, to the below email. It is the responsibility of the vendor to confirm receipt of their proposal by the Municipality. This email address is for document submission only.

   procurement@cumberlandcounty.ns.ca

   The vendor agrees that the electronic signatures of the vendor on this document is intended to have the same force and effective as manual/original signatures. Delivery of an executed copy of a proposal by electronic means permitted in this request for proposals constitutes valid and effective delivery.

2. If submitting a proposal as a hardcopy, please provide **three (3) copies** of your proposal.

3. **Closing Time and Date:**

   Proposals are due and will not be accepted any later than **2:00 pm local time on Thursday, May 25, 2023**.

4. Late proposals will not be accepted and will be returned unopened.

5. Proposals must be submitted on firm letterhead duly signed by an authorized person.

6. Proposals will be opened publicly, on **Thursday, May 25, 2023** at the Upper Nappan Service Centre, 1395 Blair Lake Road, Upper Nappan, NS, immediately following closing at 2:00 pm local time. The opening of proposals at that time is to publicly record receipt of them. Details of the submissions will not be publicly disclosed at that time.

7. **Terms and Conditions**

   The terms and conditions of the **"SUPPLY AND INSTALLATION OF WATER METERS SPRINGHILL N.S."** proposal submitted by you are to remain firm and irrevocable from the proposed closing date of **Thursday, May 25, 2023** for a period of 60 days, and if you receive our letter of acceptance, become part of the contract with the Municipality, expiring at the completion of the Springhill Water Meter project.

PROPOSAL REGULATIONS

1. Submission of a Proposal indicates acceptance by the submitter of all the conditions contained in this RFP unless otherwise clearly and specifically noted in the Proposal submitted.

2. **Municipality's Right to Reject**

   The Municipality of Cumberland reserves the right, without prejudice,
   - to accept any Proposal,
   - to reject any or all Proposals,
   - to not be obligated to accept the lowest cost Proposal,
   - to accept any Proposal that it considers to be in its best interests.
   - to waive formality, informality, or technicality in any Proposal.
   - to reject any proposal that it feels incapable of providing the necessary resources to perform the work in a satisfactory manner.

   Proponents may be required to demonstrate financial stability, authorization to provide the services being acquired, and/or regulatory agency approval or registration as needed or otherwise clarify the Proponent's capability to satisfy the invitation requirements.

   Acceptance is subject to the approval of the Municipality of the County of Cumberland Council.

3. No adjustments will be allowed to any submitted Proposals. Proposals, may however, be withdrawn by written request prior to the proposal submission closing date and

time.

4. Late proposals will be rejected.

5. The Proponent must be prepared to include in the contract for services any oral or written representations, undertakings or guarantees that are made prior to the final agreement, including the entire response to this RFP, or parts thereof.

6. Proposals not completed in permanent, unalterable form of print will be rejected.

7. The Municipality of Cumberland shall pay no fee to any firm for the preparation and delivery of its Proposal in response to the Municipality's RFP. The Municipality will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent as a result of, or arising out of data/information collection, the submission of any proposal, or due to the Municipality not accepting or rejecting any proposal.

8. In case of any disputes over the completeness, accuracy and/or interpretation of this RFP, the versions of such documents held by the Municipality will be considered correct. Information, offers, commitments or instruction obtained by any source other than the Municipality of Cumberland will not be binding on the Municipality.

9. Inquiries regarding this request for proposals can be directed to:

Kellie Seaman
Procurement Officer
Upper Nappan Service Centre
Phone: (902) 664-9243
kseaman@cumberlandcounty.ns.ca

Enquiries and responses given may be recorded and may be distributed to all other Proponents as an Addendum. No responses shall be binding on the Municipality unless made in writing. All enquiries regarding the interpretation of these Terms and Conditions, general procurement policy or procedures must be made to the Municipality.

10. It is the responsibility of all respondents to check the Municipality of Cumberland web site (www.cumberlandcounty.ns.ca) and the Nova Scotia provincial procurement website on a regular basis for any addendums or information releases for this RFP.

11. No addendums or other relevant information related to the RFP will be issued within **3 business days** of the RFP closing date and time of **2:00 pm Local Time Thursday, May 25, 2023.**

12. It is mandatory that all submitted proposals comply with **Section 3 - PROPOSAL REQUIREMENTS**.

SECTION 2 – SCOPE OF WORK

1. Introduction

The Municipality of the County of Cumberland (the Municipality) is soliciting proposals for the supply and installation of water meters in Springhill NS.

2. Project Area

The Municipality wishes to provide water meters for all existing water utility customers of the Springhill Water System. The Springhill Water System services the community of Springhill NS and surrounding area.

- All water customers are existing.
- Co-ordination with the water utility will be required to shut off each curb stop before accessing each building to install the control valve if required.
- Co-ordination with each property owner is required before installation of the water meter and RF transmitter device.

3. Proposal Scope and Deliverables

The Municipality will be implementing universal metering for all Cumberland Water Utility customers connected to the Springhill Water System. The proponent will be required to supply and install water meters with automatic meter reading technology and integrate the new meters into the Municipality's existing meter software and billing systems (Neptune 360 and SAP respectively). The Municipality requires water meter reading hardware and software based on radio frequency (RF) technology to be used.

Control valves will be installed by Proponent where required.

The Proponent will be required to prepare and implement a communications strategy for this project. At a minimum the proponent will:

- Mail co-branded correspondence to utility customers explaining the project, benefits of metering, and how to book an appointment to have a meter installed.
- Provide project information, appointment scheduling reminders, and project update materials suitable for posting on the Municipality's social media.
- At least one follow-up mail out targeted to customers that have not scheduled an appointment by a cut-off deadline.

The Proponent will be responsible for scheduling appointments directly with water utility customers. Options will be available for customers to book through a web portal or via telephone.

Water meters: All water meters shall be positive displacement type meters for horizontal installation conforming to the latest edition of AWWA standard C700. The proponent shall furnish a certificate showing that each meter was tested for accuracy of registration. Each meter will be supplied with an encoder type register as described below.

Encoder Register: All registers shall conform to AWWA C 707. The registers and encoders shall be integrated with no external wires or antenna. Encoder registers shall be capable of being read with either a portable handheld unit or a drive-by unit via a radio frequency RF signal and must be compatible with the existing Handheld Unit and Mobile Data Collection System equipment currently utilized by the Municipality (current equipment Handheld Unit R900 Belt Clip Transceiver Mode BCT3 and Drive By Unit Model MRX920v4).

If the water meters proposed cannot integrate with existing hardware used by the Municipality the cost of supplying and commissioning new handheld unit and mobile data collection system equipment shall be included in proposed cost. Proponents must clearly identify if non-compatible equipment is proposed and methodology to integrate this equipment into the Municipality's process.

Host Software: The host software and mobile data collection equipment must be compatible with Neptune 360. Any additional requirements and costs to comply with this requirement must be included and identified in the proposal. The proposed cost shall include the cost of 1 year of software license.

4. Information Available

The following information will be provided to the successful proponent:

- UARB approved Water Utility Rules and Regulations
- As-built drawings for Municipally owned buildings
- List of existing meter sizes and locations

5. PROJECT SCHEDULE

The Proponent's schedule shall include the following milestone dates:

- December 31, 2023, Meter Installations Complete

SECTION 3 – PROPOSAL REQUIREMENTS

Please provide the information requested below in the proposal submission. Please be brief and concise in your response.

1. **The Project Team and References**

    - Provide a general description of your firm.
    - Indicate the project team to be assigned to the work including the names of any subcontractors or partners that would be utilized.
    - Detail the extent of the team's relevant experience.
    - Please list your major municipal clients and references that would relate to this project.

2. **Project Work Plan and Schedule**

    - Provide a plan for conducting the project, with a schedule that will meet the target completion date identified above.
    - Identify any progress meetings required during the project.

3. **Proposal Pricing**

Supply and Install Water Meters	Qty	Unit Price	Total Cost
5/8” Meter	1514		
3/4” Meter	7		
1.5” Meter	2		
2.0” Meter	17		
3.0” Meter	3		
4.0” Meter	1		
6.0” Meter	1		

Supply and Install RF Transmitters	1545		

Supply and Install Building Control Valves	Qty	Unit Price	Total Cost
3/4” Valve	200		
1.5" Valve	2		
2.0" Valve	17		
4.0" Valve	1		
6.0" Valve	1		

TOTAL COST (excluding HST):_____

Please indicate any additional equipment and costs beyond the indicated scope that will be required to bring the proposal into compliance with the requirements.

4. Evaluation Criteria

Each response to this Request for Proposal will be evaluated by the Municipality to determine the degree to which it responds to the requirements as set out. Because this is a Request for Proposal, other factors in addition to price will be considered when submissions are evaluated. Factors to be considered are as follows:

Criteria	**Weighting**
Reference/Past Experience	**10%**
Technical/Performance Specification	**10%**
Work Plan and Schedule	**10%**
Cost	**70%**

5. Termination

If the Proponent fails to comply with any of the terms and conditions set forth in this document, the Proponent will be notified in writing and will be given fifteen days to comply with the violated sections. At the expiration of the stated period of time, if the Proponent has not complied with same, to the satisfaction of the Municipality, the

Contract will be terminated. Any termination of the contract by the Municipality as aforesaid shall be without prejudice to any other rights or remedies the Municipality may have.

6. General

The Proponent's attention is called to the fact that the estimate of quantities of work to be done and materials to be furnished under these specifications as shown on the quotation form is approximate and is given only as a basis of calculation upon which award of the Contract is to be made. The Owner reserves the right to increase or diminish all or any of the quantities of work shown on the Form.

The proponent is to make himself aware of the existing infrastructure and make good any damages caused by execution of work to a condition equal to or better than existing prior to the Work. All repairs or replacements to be made at no charge to the Owner.

Proponents shall include the following with their submission:

a. Provide certification of good standing with the N S Construction Safety Association if eligible.
b. WCB clearance letter
c. Provide proof of minimum of $5,000,000 general liability insurance coverage
d. An outline of costs involved in performing difficult /non routine installations i.e., in finished basements, situations with corroded piping etc.
e. Technical and performance specifications of all proposed equipment.
f. Warranty offered on equipment proposed.
g. Detailed work plan and schedule for meter supply and installation.
h. References that have been supplied with the same equipment proposed (the Municipality of the County of Cumberland may not be used as a reference).
i. Completed Form of Proposal Pricing

Provide any other information and/or comments which you feel are appropriate for the Municipality to consider in making its decision.

……End of Request for Proposal ……