



REQUEST FOR PROPOSAL
SUPPLY AND INSTALLATION OF WATER METERS
RFP# TOK 2024-15

Issued: July 30, 2024
Submission Deadline: August 15, 2024, at 2:00 PM ADT

TABLE OF CONTENTS

1. INTRODUCTION	4
1.1 INVITATION	4
2. Background	4
2.1 About the Town of Kentville	4
2.2 Project Background Overview	4
3. RFP Objective	5
4. Scope of work and deliverables	5
4.1 Scope of work	5
5. Project timeline	6
6. Insurance & Liability Requirements	1
7. ADDENDA	1
8. SUBMISSION AND EVALUATION	2
8.1 Submission of Proposal	2
8.2 Proposal Content	3
8.3 Evaluation Process	3
8.4 Evaluation Criteria	3
9. TERMS AND CONDITIONS	4
9.1 Services to be Performed	4
9.1.1 General	4
9.1.2 Qualification	4
9.2 Privilege	4
9.3 Confidentiality	4
9.4 Law	5
9.5 Proposal Submission and Evaluation	5
9.5.1 Proposal Preparation	5
9.5.2 Method of Submission	5
9.5.3 Completeness	5
9.5.4 Changes to Submission	5
9.5.5 Data and Documents	6
9.5.6 Conflict of Interest	6
9.5.7 Contact	6
10. Level of effort	6

11. Appendix a.....7

1. INTRODUCTION

1.1 INVITATION

The Town of Kentville (“the Town”) Engineering and Public Works (“EPW”) is seeking proposals from qualified firms (“Proponents”) for the supply and installation of water meters.

2. BACKGROUND

2.1 About the Town of Kentville

Kentville is a vibrant and active growing Town of just over 6,500 people located in the Annapolis Valley, about an hour drive from the City of Halifax. Catering to the outdoor enthusiast, Kentville offers top quality walking and hiking trails (both groomed and natural) a protected wetland habitat downtown, and national caliber mountain biking experiences for beginners and experts alike. Arts and culture also highly influence life in Kentville. The community hosts a plethora of signature festivals and events year-round bringing in many visitors and delighting residents of all ages. Kentville is known as home to the annual Pumpkin People Festival, the Annapolis Valley Apple Blossom Festival, Mural Fest, and the Holly Days Festival in December. Kentville is poised for continued growth as it looks to expand opportunities for development in the south-west end of Town, employing a secondary planning strategy for the area. Kentville was incorporated in 1886 and is currently governed by 6 Councilors at large and one Mayor. The next municipal election in Nova Scotia will take place in October of 2024.

2.2 Project Background Overview

The Town wishes to provide water meters for 285 existing locations within the Town of Kentville.

- All meters being installed are replacing existing installed meters.
- 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 R900 transmitter device.

3. RFP OBJECTIVE

The objective of this RFP is to solicit proposals from qualified firms to install water meters at 285 existing locations within the Town of Kentville, ensuring that all installations replace the existing meters. This will involve coordination with the water utility to shut off each curb stop as necessary before accessing buildings to install control valves, as well as coordination with each property owner prior to the installation of the water meter and R900 transmitter device.

4. SCOPE OF WORK AND DELIVERABLES

4.1 Scope of work

The Town will be implementing water meter changeouts for approximately 300 existing utility customers with aging water meters within Kentville's 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 Town's existing meter software and billing systems (Neptune 360 and SAP respectively).

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 Town'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 telephone or via web portal, if possible.

Water meters: All water meters shall be Ultrasonic type meters with installation conforming to the latest edition of AWWA standard C715. 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 C707. 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 Town (current equipment Handheld Unit R900 Belt Clip Transceiver)**

If the water meters proposed cannot integrate with existing hardware used by the Town, 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 Town's process.

5. PROJECT TIMELINE

This project is expected to be awarded within two weeks of the proposal deadline. Upon receipt of the Notice to Proceed, the following milestones shall be observed:

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

- Project must be completed and invoices no later than March 31, 2025

6. INSURANCE & LIABILITY REQUIREMENTS

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.

The successful firms shall provide the following insurance coverage:

- 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. Completed Form of Proposal Pricing

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

7. ADDENDA

- Please notify the Town in writing not less than five (5) working days before Tender Closing of omissions, errors or ambiguities found in this RFP.
- If the Town considers that correction, explanation or interpretation is necessary, a written addendum will be posted on the Provincial procurement website, no later than seventy-two (72) hours before the RFP Closing time. The Town will not maintain a plan takers' list. Prospective bidders shall be responsible to review the Provincial procurement website for any addenda that have been issued.

- The submission of a proposal shall be deemed to indicate that the Proponents has read, understood and considered all addenda issued prior to the closing date and time.

8. SUBMISSION AND EVALUATION

8.1 Submission of Proposal

- Proposals will be received **up to 2:00 pm (local time) on August 15, 2024.**
- Proposals must be signed by an authorized signatory of the Consultant firm.
- Proposal submissions shall be emailed as a single pdf document to akadri@kentville.ca . **This shall be the only accepted method of proposal submission.** The RFP name and number must be included in the email subject line. Proposals must be accompanied by scanned copies of all required documentation indicated in the RFP. The Town will require the original proposal documents of the selected Proponents to be delivered at a later date.
- Proposals will be opened the afternoon of the closing date. Opening will not be public. A list of respondents will be available the following business day by request to akadri@kentville.ca
- Late proposals shall be returned unopened.
- All proposals shall be and remain irrevocable unless withdrawn prior to the designated closing time.
- All communications and questions for clarification regarding the contents of this RFP shall be forwarded by e-mail to the individuals noted below:

<i>Main Point of Contact</i>	<i>Alternate point of Contact</i>
<p>Dave Bell, P. Eng. <i>Director of Engineering & Public Works</i> 354 Main Street Kentville, NS B4N 1K6 Email: dbell@kentville.ca</p>	<p>Ahmad Kadri, P.Eng. <i>Project Engineer</i> 354 Main Street Kentville, NS B4N 1K6 Email: akadri@kentville.ca</p>

All requests for clarification must be received in writing by the above at least five (5) working days prior to the closing date to allow written clarification to be issued to all Proponents. Verbal responses are only binding when confirmed by written addenda.

8.2 Proposal Content

Proposals should be concise, but detailed enough to demonstrate how the Proponent’s expertise, staff, and resources best meet the needs of the Town as described in this RFP.

The body of the proposal document shall be structured in ordered sections as follows:

- **The Project Team & 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.
- **Project Work Plan & 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.
- **Fees and Expenses** — Appendix A.

8.3 Evaluation Process

All submissions received prior to closing will be evaluated according to the procedure outlined in this section. A Review Panel consisting of Town of Kentville staff will evaluate all proposals using the criteria set in 8.4.

8.4 Evaluation Criteria

Proposals will be evaluated and ranked according to the following criteria:

REFERENCE/ PAST EXPERIENCE – 10%

TECHNICAL /PERFORMANCE SPECIFICATION– 10%

WORK PLAN & SCHEDULE – 10%

FEES AND EXPENSES – 70%

9. TERMS AND CONDITIONS

9.1 Services to be Performed

9.1.1 General

By submitting a proposal in response to this RFP, the Proponent agrees to abide by the terms and conditions outlined in this RFP. All proposals shall remain irrevocable unless withdrawn in writing prior to the designated closing time.

9.1.2 Qualification

The selection of any Proponent as a qualified firm or individual, and/or the receipt of written notification of selection, shall not constitute a contract between the proponent and the Town,

9.2 Privilege

The Town of Kentville reserves the right to:

- Suspend or cancel the RFP at any time, and for any reason without penalty.
- Reject any and all Proposals or accept any Proposal or part thereof and may award all or a portion of the work to one or more Proponents.
- Waive any informalities, formalities, technicalities or to reject any or all proposals based on the Proponent's lack of proven experience, performance on similar projects or the suitability of proceeding with the execution of the work.
- If more than one Proponent submit Proposals in substantially the same amount or score, the Town of Kentville may, at its discretion, call upon those Proponents to submit further Proposals, additional documentation, or participate in a formal interview process.
- No term or condition shall be implied, based upon any industry or trade practice or custom, any practice or policy of the Town of Kentville or otherwise, which are inconsistent with the provisions contained herein.

9.3 Confidentiality

- This document may not be used for any purpose other than the submission of a proposal.
- By submitting a Proposal, the Proponent agrees to public disclosure of its contents subject to the provisions of the *Municipal Government Act* relating to Freedom of Information and Protection of Privacy. Anything submitted in the Form of Proposal that the Proponent considers to be "personal information" or "confidential information" of a proprietary nature should be marked confidential and will be subject to appropriate consideration of the *Municipal Government Act* as noted above.

- The work described in this RFP is being conducted with public funds, and the fees and expenses proposed in the Proponent’s submission will be made public.

9.4 Law

- The law applicable to this RFP and any subsequent agreements shall be the law in force in the Province of Nova Scotia at the time of execution.
- In responding to this RFP, Proponents warrant their compliance with all appropriate Municipal, Provincial, and Federal regulations, laws, and orders. Respondents must agree to indemnify the Town of Kentville and its employees if they fail to comply, and the Town of Kentville reserves the right to cancel any agreement arising from this RFP if the Proponent fails to comply with the above.
- The selected Proponents shall indemnify the Town of Kentville, its officers, and employees against any damage caused to the Town of Kentville as a result of any negligence or unlawful acts of the successful Proponent or its employees. Similarly, the successful Proponents shall agree to indemnify the Town of Kentville, its officers and employees against any claims or costs initiated by third parties as a result of any negligence or wrongful acts of the successful Proponent or its employees.

9.5 Proposal Submission and Evaluation

9.5.1 Proposal Preparation

All expenses incurred in the preparation and presentation of a response to this RFP, and future RFPs by invitation to the successful Proponent relating to the scope of this RFP, are entirely the responsibility of the Proponent. This includes, but is not limited to labour, materials, expenses, and the cost of site visits where applicable.

9.5.2 Method of Submission

Submit responses as described in Section 9.1 of this RFP. Submissions by any other method will not be considered.

9.5.3 Completeness

It is the Proponent’s responsibility to ensure that their proposal is complete and is delivered to the Town of Kentville by the date and time indicated. Proposals submitted after the above noted time will not be considered.

9.5.4 Changes to Submission

Changes in a submission will only be considered if submitted in writing, and providing such change is received by the Town of Kentville prior to the established closing date and time. Changes to a submission will not be accepted after the established closing date and time.

9.5.5 Data and Documents

All data and information collected and work products either directly for, or in support of the work outlined in this RFP, are and shall remain the property of the Town of Kentville.

9.5.6 Conflict of Interest

The Town of Kentville reserves the right to disqualify Proponents if there is an existing or recent business or personal relationship which can be perceived as causing a conflict of interest. Proposals shall contain a declaration of conflict of interest if applicable.

9.5.7 Contact

Any attempt by the Proponent or any of its employees, agents, contractors, or representatives to contact members of Town Council or Staff not identified in this RFP may lead to disqualification.

10. LEVEL OF EFFORT

Consultants are advised that Town of Kentville staff will try to be available for meeting throughout the proposal call as schedules permit. The proposal should be all-inclusive, and Consultants should not rely on Town of Kentville staff resources for any purpose other than reporting and direction. A site visit is strongly recommended.

11. APPENDIX A

I/ we have read and understood, having carefully examined the Request of Proposal, for the above stated project.

Proponent Business Name: _____

Address: _____

Authorized Signature (S):

Signature	Name	Title

Date: _____

Telephone: _____

Email Address: _____

For the purpose of evaluation, the Proponent submits the following schedule:

ITEM NO.	ITEM DESCRIPTION	UNIT OF MEASURE	QTY	TOTAL PRICE
Supply and Install water Meters				
.1	5/8"x 3/4" meters with integrated R900 Transmitter	ea	280	
.2	3/4" with integrated R900 Transmitter	ea	5	
Supply and Install Building Control Valves				
.1	3/4" Valve	ea	100	
Subtotal (no HST)				
Add HST (15%)				
Total Price				
Tenderer's HST Registration Number				

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

Completion Time

Tenderer agrees to complete the work within _____ weeks of written notification of award.

Attach Appendix A to your proposal.