

**City of Graham**  
**Request for Qualifications (RFQ – Water Metering System)**  
**Due: May 15, 2015 at 5:00 P.M. CST**

**SECTION 1 ~ SCOPE & GENERAL INFORMATION**

Request For Qualifications for a design build construction firm to provide replacement, and/or installation of a fixed base water metering system. Services may include, but are not limited to savings estimates, cost estimates, construction management, guaranteed savings, ongoing measurement and verification as required and any grant application development. The City of Graham intends to utilize this solicitation to investigate and potentially execute multiple phases of design build energy efficiency work. For the purpose of this RFQ, “Respondent” refers to any entity that is qualified to provide all of the services requested below. It is the intent of the City of Graham to select and partner with the most qualified Respondent to provide installed systems.

The objective in issuing this Request for Qualifications is to solicit qualifications from interested firms that have the experience and capability in water infrastructure project implementation and delivery schedules.

Respondent shall be able to provide the city a comprehensive strategy to reduce costs and upgrade facilities and systems including training of existing personnel in the operation and maintenance of installed systems, monitoring and accountability of project performance and leverage project funding. Additional services may include but are not limited to providing financial feasibility or other special studies, guaranteed revenue recovery, installation of additional systems and equipment as requested by the city.

The City currently uses a drive by meter reading system to read approximately 4,800 residential, commercial and wholesale primarily Master Meter brand water meters installed in an area of 65 linear miles of streets. The City is interested in evaluating the options available to accomplish its goal of replacing the drive by system with a fixed base system.

1. The electronic registers will be attached on new or existing meters and must contain an embedded cell modem for communications and be tamper proof.
2. Electronic registers should store usage data as frequent as 5 minute intervals with resolution down to one magnetic turn of the measuring element of the meter.
3. Registers shall store interval usage data for a minimum of 100 days internally for manual extraction and cloud data backfill if necessary.
4. The City prefers to use existing cellular networks but will consider antenna based systems. Registers shall communicate with cellular network daily to upload reading and usage data, as well as to synchronize their internal clocks.
5. During daily communications, register shall also perform any required two way functions such as backfill missing interval data, accept reconfiguration commands and allow for periodic firmware boot loads.
6. Reading and Interval Data is preferred to be stored in the cloud database administered by the manufacturer. The software shall be located at Utility billing office to synchronize private customer data such as name, account number, address etc. with cloud storage of reading and interval data.
7. Software shall create the upload file compatible with utility’s existing billing system periodically or whenever utility wishes.
8. Cloud storage shall store high resolution in as frequent as 5 minute interval usage data for a period of at least two years. Historical data beyond year two can be archived in the cloud storage or on utility premises if desired.
9. It is desired that consumers be able to access their own usage data.
10. Consumption data and customer data will be provided upon request.

Other Potential services that may be required of respondent:

1. Serve as the prime contractor who is responsible for all work performed on the project;
2. Provide design and engineering;
3. Provide construction management and project management for the installation of these measures in existing and in new facilities;
4. Provide all subcontractor procurement and invoicing;
5. Provide all subcontractor management;
6. Ensure jobsite safety;
7. Ensure proper permitting;
8. Commission all installed systems;
9. Coordinate and participate in all required inspections;
10. Coordinate third party inspections;
11. Provide closeout documents including warranties, O&M manuals;
12. Provide continuous monitoring and accountability of project performance by measuring on all metrics required by the City of Graham;
13. Leverage additional funding for the project by applying for any available utility rebates, incentives or grants on behalf of the City of Graham;
14. Provide training for the City of Graham personnel on the operation and maintenance of all installed systems;
15. Organize any public relations activities including press releases, project summary handout, etc.;

Final selection will be made in accordance with the policies and administrative directive of the city and other statutory provisions. Late responses will be returned and will not be considered. The city reserves the right to reject any and all qualifications, and to waive all technicalities.

## **SECTION 2 ~ GENERAL RESPONSE INSTRUCTIONS**

Respondents shall restrict all contact with the city and direct all questions regarding this RFQ to the following point of contact. All questions regarding this RFQ must be submitted to the contact person below via email **no later than one week prior to due date**. All questions will be combined and responded to in the form of an addendum prior to the **RFQ submittal deadline of May 15, 2015 at 5:00 P.M., CST**. Answers will be provided via email to all known Responders as a written addendum to the RFQ. It is the Respondent's responsibility to verify the issuance of Addenda in regard to this RFQ.

Mr. David Maddy  
Finance Director  
429 Fourth Street  
Graham, TX 76450  
TEL: (940) 549-3322  
E-Mail: [dirfin@grahamtexas.net](mailto:dirfin@grahamtexas.net)

Responses to this RFQ must be received **on or before xxxxxxxx, 2015 at 2:00 P.M., CST** at the address indicated below and marked accordingly. Responses may be mailed or delivered in a sealed envelope (faxes will not be accepted).

Mr. David Maddy

Finance Director  
429 Fourth Street  
Graham, TX 76450

1. The timeline for specifications is noted below and followed by the detailed requirements.

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|----------------------------|----------------|
| a. Advertisement           | March 25, 2015 |
| b. RFQ Issued:             | March 25, 2015 |
| c. Last Date for Questions | April 24, 2015 |
| d. Response Due Date       | May 15, 2015   |

### **SECTION 3 ~ RESPONSE FORMAT and PREPARATION INSTRUCTIONS**

The city reserves the right to eliminate from further consideration any response which is deemed to be substantially or materially unresponsive to the requests for information contained in this section. The intent of the city is that all responses follow the same format in order to evaluate each response fairly. Qualifications will be evaluated in light of the material and substantiating evidence presented in the qualifications, and not on the basis of what is inferred.

#### **Response Format**

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1. Executive Summary

- a. Responses shall include an abstract of no more than two (2) pages on the information presented in the qualifications and the firm's unique qualifications and services.

2. Background, Experience & Capabilities

- a. Background and Firm Profile - Provide general information on the responding firm, including; name, business location, local office, local telephone number and contact person for this project.
- b. Experience - The respondent shall include references which shall indicate the ability to design and deliver a system satisfying the needs of the City. References shall be of the type and format described below:

Four (4) References - Provide the owner's name, address, telephone number, and contact person and a brief overview of the services performed for each reference.

- c. Capabilities - Describe your firm's approach to developing the information and recommendations for the work requested in this Request for Qualifications. Describe the processes that will be used for the assignment of tasks, project scheduling, and budget control, as well as capability to provide all services required for construction and implementation of project on the system.
- d. Accountability measurement and metrics - Indicate the Protocol that your firm will use to measure performance of the recommended project.
- e. Pricing transparency—discuss the respondent's open book pricing methodology
- f. Describe any other benefits Owner will realize through this contract using your firm's team.

### **SECTION 4 ~ SELECTION CRITERIA**

The City will appoint a selection team to formally evaluate each response. The evaluation process will objectively grade the responses on their merit. Responses will be evaluated in light of the material and substantiating evidence presented in the response, and not on the basis of what is inferred. The evaluation process can include verification of team references, verification of

project team resumes, confirmation of financial information, and any other information as deemed material to the final selection by the City during this process.

The city will notify the selected firm by telephone and writing unless a short list is compiled and/or oral interviews are required.