

Hidden Valley Lake
Community Services District



Issued: Friday, July 22, 2022

Request for Proposals

Advanced Metering Infrastructure Installation

Submission Deadline: 2pm, Friday, August 19, 2022

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Introduction

The Hidden Valley Lake Community Services District (District) is requesting proposals to complete the implementation phase of the AMI Project. Contractors are invited to submit proposals that demonstrate experience with the installation of Smart Water Meters. The District is seeking a contractor that can efficiently and accurately install roughly 1600 Smart Water Meters in the Hidden Valley Lake Community.

Background

To increase the accuracy of the recording of water consumption by our ratepayers, the District has started the process of implementing smart water meters within the Hidden Valley Lake Community. It has been recognized within the water industry that over the course of service life, water meters tend to decrease in accuracy when tested at low flow rates. This ultimately results in a higher cost of service for ratepayers. Smart water meters, however, provide increased accuracy in their cellular-data reporting for water consumption. Additionally, smart water meters provide the benefits of digitally reporting leaks and identifying excessive in-home water use with notification features to users. To provide tools to our ratepayers to be efficient water users, the District seeks to install smart water meters for all our service connections. Moreover, as California experiences increased periods of drought, the District continues to seek to be a conscious water purveyor. It is the intention of the District to empower our residents by installing smart water meters that detect slow leaks, such as those from a leaking faucet or toilet. This empowerment helps District residents become more aware of how to efficiently conserve water-use during on-going periods of limited water resources.

The District is working towards implementing smart water meters at all of our 2440 residential service connections and have already installed approximately 900 smart water meters. For the remaining roughly 1600 service connections, the District is seeking an outside contractor to complete the installation process. The remaining installations will be upgraded from 5/8" to 3/4" sized meters, and could also require an upgraded meter box lid. Additionally, the Contractor will be utilizing HVLCSD provided IR Tools (2) to activate each ORION LTE cellular endpoint (radio) at all remaining residential service connections in need of smart meter installations.

Scope of Work

A proposed scope of work is shown below. The Contractor shall effectively organize and co-manage workflow with District staff, implement quality controls/assurances, achieve performance parameters (ie budget, schedules, milestones, and deadlines), collaboratively engage with District staff, and conduct all work professionally and productively.

Project Description:

The following water meters will be installed with Advanced Metering Analytics (AMA) cellular transmitters as part of this project. These components will allow the meter readings to be recorded remotely using cellular communication.

The project includes all necessary project management, labor, and materials to perform the water meter retrofits.

- Infrastructure materials (meters, radios, stakes, lids, IR Tools) will be provided by the District.
- Meter retrofit labor is expected to be provided by the Contractor.
- Existing 5/8" meters are being upgraded to ¾" meters as part of this project.
- Existing Customer meters already converted to ORION LTE cellular transmitters are not included.
- The Contractor is expected to notify the District's customers of the meter replacement before performing the actual work. If necessary, the meter work will be scheduled with the customer to

- avoid any service interruptions.
- The existing piping structure will be examined to verify its condition. Should the service line be compromised or has a pre-existing leak then no installation will be performed, and the District personnel will be notified for further review.
 - Should major pipe reconfiguration and/or vault reconstruction be required to install the new meter, no installation shall be performed, and the District personnel will be notified for further review.
 - When needed, the District personnel will provide assistance for valve troubleshooting, and locating meters.
 - Installation time is estimated at four months of on-site work.
 - Meter box lids will be replaced with a new composite lid if the cellular system can't pick up an acceptable signal from an individual meter. If the project contingency is exceeded, additional lids will be replaced as an addition to the project price.
 - After a smart meter has been installed, the Contractor is expected to replace the meter box lids only when deemed necessary by District personnel.
 - Meters will be isolated from the up-stream line pressure by use of the inlet curb stop valve. If the curb stop does not exist or if the valve does not operate properly and the installation cannot be performed, District personnel will be notified for further review.
 - All smart meters will be installed using new inlet and outlet gaskets. Installation of strainers, test valves, bypasses or piping modifications is not included.
 - The Contractor is responsible for underground piping and valves for 12 inches on either side of the meter resulting from meter removal or installation. Any leaks caused by the installation of the new meter **will** be repaired with like for like materials by Contractor.
 - District personnel will ensure meters are accessible to the contracted installation team. The definition of an accessible meter includes:
 - Meter account and location data are accurate
 - Meter access is not blocked (ex: car parked over meter or meter located in a fenced area with a pets/livestock)
 - Residential type meter is located no more than 18" below the top of the meter box
 - If a meter is not accessible, then no installation will be performed, and Contractor will notify District personnel for further review.
 - Staging area and storage for new meter inventory will be supplied by the District.
 - The Contractor shall open a hose bib at the residence if available and accessible to allow line flushing and the purging of any air in the system.
 - The Contractor shall re-open the curb stop valve and the new meter will be inspected for leaks.
 - Water meters replaced as part of this project will be returned to District personnel.
 - As needed, the District will provide traffic safety during installation upon request.
 - Meter installation plan will be conducted in order of "Route" as determined by District personnel.
 - As "Routes" are completed, the District will complete their inspections and authorize route closures. District personnel will also provide direction for sequential route installation.

Advanced Metering Analytics (AMA)

The Advanced Metering Analytics system is defined as the following:

- Cellular-based BEACON AMA System
- BEACON AMA cloud-based software
- Interface to the District's billing software (Tyler Technologies, Utility Billing)

Proposal Requirements

Proposals are to be straightforward, clear, concise, and responsive to the information requested. In

order for proposals to be considered complete, proposers must provide all requested information.

1. Cover Letter
 - Name, address, and telephone number of the firm.
 - Signed by an authorized representative of the Consultant. The Consultant shall furnish documentation that the person signing the proposal is empowered with signatory authority for the Consultant.
 - State the proposal is firm for a 90-day period from the proposal submission deadline.
 - Pledge to have the ability to perform successfully under the terms of the Professional Services Agreement.
2. Experience and Project Examples
 - List three of the most relevant projects, with contact names, phone numbers, and email addresses of clients where the services were performed.
3. Project Team Information
 - Please include all subconsultants
 - Provide resumes for key staff, in an appendix
4. Project Understanding and Approach to Work
5. Scope of Work
6. Amount of effort (in hours) anticipated for each task of the work.
7. Project Schedule
 - Proposal shall include level of effort detail for every task, for every subconsultant
8. Fee Proposal (to be attached in a separate sealed envelope.)

- Proposal shall include an hourly breakdown and total costs for each task, as well as any additional costs.

Submittal Process

It is the responsibility of each proposer to be familiar with all of the specifications, terms and conditions of the RFP. Each proposer shall submit its proposal with the understanding that the proposal will become a part of the official file on this matter and shall be subject to disclosure, if requested by a member of the public, following the completion of negotiations. By submitting a proposal, each proposer certifies that all statements in this proposal are true.

The District is not liable for costs incurred in the preparation of this submission and any other subsequent submissions or presentations. The District reserves the right to accept or reject any submission when it is considered to be in the best interest of the District.

On or before 2:00pm PDT on Friday, August 19, 2022 please submit an electronic copy of the proposal in PDF to Alyssa Gordon(agordon@hvlcsd.org) with the following subject line: RFP Response - Water Storage Reliability Consulting Services. The fee proposals should be sent via mail in sealed envelopes, attention Alyssa Gordon, to the District Office.

HVLCSD
 19400 Hartmann Road
 Hidden Valley Lake, CA 95467
 Attn: Alyssa Gordon

Questions regarding the RFP may be submitted to Alyssa Gordon via email (agordon@hvlcsd.org) prior to the deadline for questions of Friday July 29, 2022

RFP Schedule

Advertisement of RFP	Friday July 22, 2022, 2PM PDT
Field walk-through (optional)	Friday July 29, 2022, 10AM PDT
Deadline for questions	Friday July 29, 2022, EOB PDT
Deadline for District responses	Monday August 1, 2022, EOB PDT
Deadline for RFP submittal	Friday August 19, 2022, 2PM PDT
District Proposal review	Ends Friday August 26, 2022, EOB PDT
Award of contract	Wednesday August 31, 2022

Selection Process

The District may select more than one firm to design these improvements and/or decide not to award any improvement contemplated in this RFP and/or execute multiple contracts with the same consultant, as may be in the best interests of the District. The District suggests that each proposer tailor their example projects to highlight how they are qualified for each phase of the improvements.

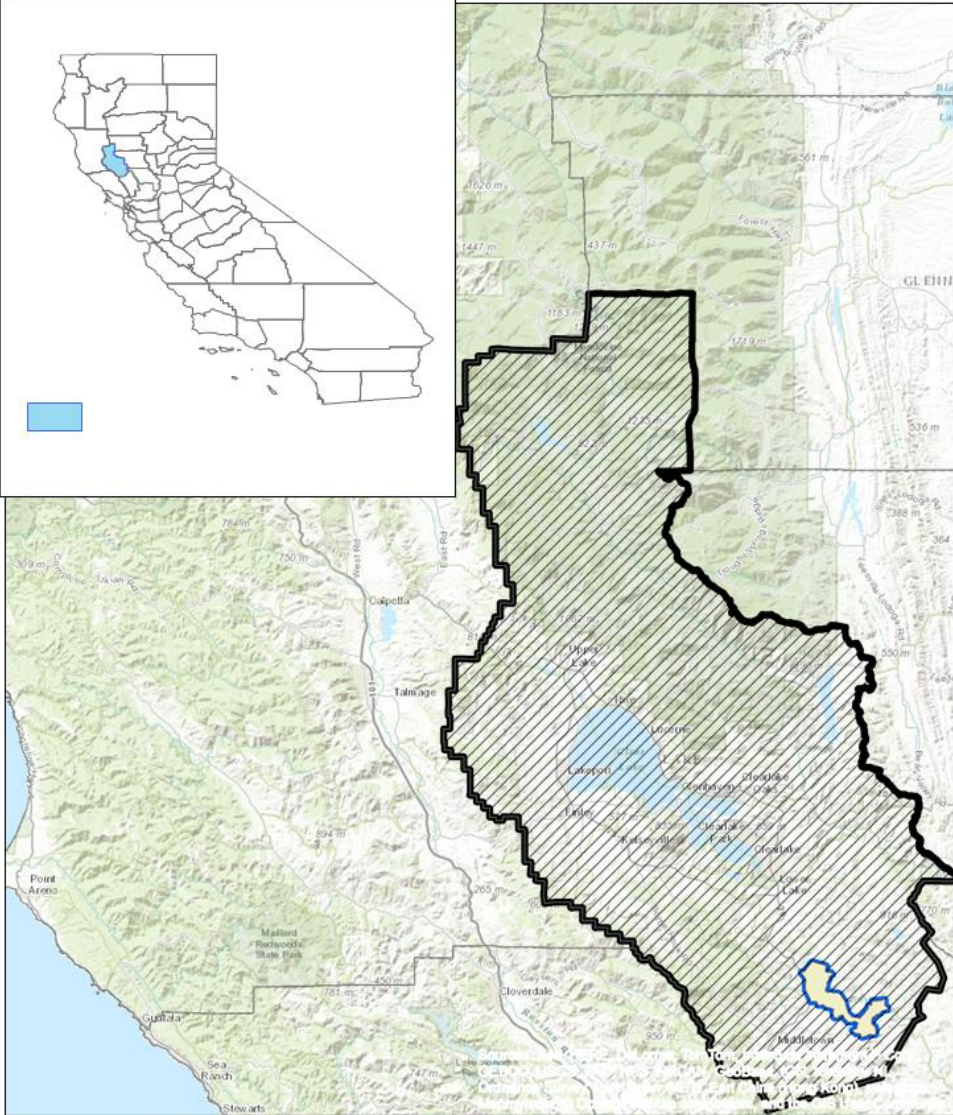
Consulting firms will be evaluated based on the following criteria:

- Completeness of the Proposal
- Overall project approach and scope of work
- Relevant work experience
- Qualifications of key project team members
- Level of hourly effort estimated.

The District shall perform a thorough and fair evaluation of submitted proposals and facilitate the selection of a consulting firm that best satisfies the District’s requirements. The District reserves the right to accept or reject any or all proposals received because of this request, to negotiate with any qualified source, or to cancel in part or in its entirety this Request for Proposals, if it is in the best interests of the District to do so. The District may require the proposer selected to participate in negotiations, and to submit such price, technical, or other revisions of their proposals as may result from such negotiations.

Exhibits

1. Hidden Valley Lake Community Vicinity Map



2. Hidden Valley Lake Community Boundary Map

