

City of Portsmouth, New Hampshire
Water and Sewer Divisions

August 27, 2007

Water Meter Replacement and Automated Meter Reading (AMR) Deployment Project
RFP #07-08

Addendum #1

Summary of Addendum #1:

- Item #1: Questions from Vendors regarding clarification of request for proposal
- Item #2: Replacement language for Section 2.12.2 Meter registers
- Item #3: Survey of meter pits scheduled
- Item #4: Table A9, omitted from original document
- Item #5: Change in the proposals' due date

This addendum forms part of the original document marked Proposal #07-08.

Please acknowledge receipt of this addendum within your proposal. Failure to do so may subject a vendor to disqualification.

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Item #1 Questions from Vendors regarding clarification of request for proposal

List of questions asked during Conference on August 17, 2007

1. Question: The City references mobile technology on its pricing pages, is the City open to a mixture of mobile, handheld and fixed technology?

Answer: The City is aware that a portion of our service area may be remote enough that the cost to install a fixed network will be prohibitive and therefore is receptive to other technology in those areas.

2. Question: Typically in a request for a fixed network there is a propagation study included in the request for proposal.

Answer: CD's will be handed out at the end of the conference. The following information is included: service addresses of all water customers, map showing the location of all the meter locations, an excel spreadsheet containing all City owned property with longitudes, latitudes and building heights and a map showing the locations of all City owned property.

3. Question: Are the square miles, and other geographic codes available for the service area as well as municipal locations available?

Answer: This is being provided on CDs today.

4. Question: What are the current brands of meters that the City is using?

Answer: Primarily, Neptune and ABB. There are also a few Hersey installed.

5. Question: What are the ages of the T-10s?

Answer: The City will be replacing all T-10s.

6. Question: What is the reading availability of the 6 digit encoders?

Answer: Upon inquiry from a remote location, the absolute encoder register shall disclose the exact position of the four or six most prominent number rollers as well as the electronic identity number of the register without the use of internal power. All power necessary for data transmission shall be supplied from the interrogation device. All registers shall be compatible with various brands of interrogation equipment.

7. Question: The City indicates this will be a two year project; can the Contractor complete the job sooner, assuming funding is not an issue?

Answer: The project will be funded over a two year fiscal period. There is currently \$450,000 of the anticipated funding available. An additional \$450,000 is anticipated to be available after 7/1/08.

8. Question: Does our attendance at the pre-proposal conference satisfy the requirement to register with the Purchasing Coordinator?

Answer: Yes.

9. Question. Section 2.2.14 indicates the City "desires any cable between the meter register and the MIU to be factory-potted". Does the City want to have the MIUs (MTUs) installed on the interior or exterior of the buildings and if on the exterior, how could a 'factory-potted' unit be considered?

Answer: Meter pits are required to be factory potted installation. The City prefers MIUs/MTUs to be installed in the interior of the building. If reading is not attainable, then exterior installation will be acceptable.

10. Question. Section 2.5, handheld meter reading device/data collector, goes on to describe what appears to be the operation of a mobile (walk/drive-by) AMR system. Is the City going to consider some form of mobile AMR system, or are only fixed network type systems to be proposed?

Answer: The City is aware that a portion of our service area may be remote enough that the cost to install a fixed network will be prohibitive and therefore is receptive to other technology in those areas.

11. Question. Per Section 2.12.2.1, the City will allow “pulse generating” type meter registers (commonly referred to as ‘digital’ registers) to be deployed at the City?

Answer: Section 2.12.2 Meter registers; is being replaced with Item #2 of the Addendum #1 document.

12. Question. Section 2.13.8, 2.13.9 and 2.13.10 (Pages 40 and 41) describe the installation acceptance and payment process to the contractor. Are we to understand that the meters and AMR modules will not be subject to City payment until after they are installed and inspected by the City?

Answer: The City will work with the selected contractor regarding payment disbursement. The purpose of the payment schedule was to identify that payment is contingent upon successful meter installation and meter reading transfer.

13. Question. In Section 2.13.14.3, meter box lids; can the City provide a description of what is the construction of the existing lids that may need to be modified for the AMR system?

Answer: No, will be determined by successful bidder.

14. Question. Is the “Part 3, Life Cycle Cost Analysis” to be included with Envelope #2 and; isn’t this really the price proposal?

Answer: Part 3 should be included in envelope #2, and yes.

15. Question. Table “A2, inside meters to be retrofitted”; can the City provide a detailed list of the 4,240 meters segregated by manufacturer, model, and type register?

Answer: The population of the small meters (2” or less) is made up of fifty percent ABB meter and the remaining fifty percent are Neptune T8s. The manufacturers of the meters larger than a two inch are ABB, Hersey and Neptune.

16. Question. Regarding Table “A7, Annual Maintenance Costs”, is this to be for the first year following the full system deployment, or is the figure noted to extend for 15 years as indicated on Section 2.18.10?

Answer: Table A7 is referencing the annual maintenance costs for the meter reading equipment and the associated software; not the meters or registers. Section 3.1.7; states that the pricing shall be firm for three years, if necessary use Table A9 for annual increases in Years 4 and 5. Please refer to Section 2.14, Warranties, for all other components specifics.

Section 2.18.10 is related to fee for services proposals only. Vendors submitting a fee for services proposal shall acknowledge that the term of the proposal is 15 years.

17. Question. Is it going to be a problem for the City to go to monthly as far as the billing software goes?

Answer: No.

18. Question. Please add Badger meters to list on page 19.

Answer: The meter list in the RFP contains the only meters that will be accepted by the City of Portsmouth.

19. Question. In regards to meter installation, are there parking ordinances or other requirements that will affect the contractor.

Answer: The selected contractor will work with Public Work Staff regarding work within the right of way.

20. Question. Will the contractor be held for damage done to the service line, no matter the age of the line? And is the contractor responsible for completing the repair?

Answer: Yes and Yes. The City does not have available staff to assist with installation of plumbing or meters. The staff will be available for emergency shut-offs.

21. Question. What is the brand for the larger meters?

Answer: Hersey, Neptune and ABB.

22. Question. Lead free meters, will you make an exception for the 2" and larger meters?

Answer: As stated in the RFP, all meters must conform to AWWA C-700 specifications and the NSF 61 Standard.

23. Question. The request for proposal states that the City is expecting a 98% success rate, does the City intend to seek the warrantee with the equipment manufacturer or the installation vendor.

Answer: The City will require the contract including the warranties to be with the successful bidder.

24. Question. It appears that the City is favoring a fixed area network only?

Answer: The City is aware that a portion of our service area may be remote enough that the cost to install a fixed network will be prohibitive and therefore is receptive to other technology in those areas.

25. Question. What is the geographic service area?

Answer. Approximate numbers are: 16 square miles for Portsmouth, 1 square miles for New Castle, 5 miles for Greenland, 1.5 miles for Rye and 8 miles for Newington. Please refer to the CDs for exact dimensions.

26. Question. Meter pits, drive by.

Answer. No.

27. Question. City owned property, does the Contractor need to get permission?

Answer. The Contractor does need to get permission

28. Question. Are the utility poles available to use for the project?

Answer. The City does want the installation to occur on City owned facilities or property. The utility poles are owned by Public Service of New Hampshire.

29. Question. Is there a pilot program of a fixed area network system, currently in the City?

Answer. Yes, Star Fixed Network by Hexagram Systems.

30. Question. Table A9 is reference, however, unable to locate?

Answer. Table A9 is included at the end of this addendum.

31. Question. On the larger meters, are there strainers?

Answer. Please include in your quote, a separate quote for strainers.

32. Question. Who owns the large meters and the meter pits?

Answer. The City owns all of the meters that will be replaced. The meter pits are owned by the property owner.

33. Question. If there are new larger meters installed, who will own the meters?

Answer. The City.

34. Question. Has the City completed a right sizing of meters project?

Answer. No, the City did complete a right sizing of meters project in our Pease area only when the area became a part of the City system.

35. Question. There is a reference to pipe connections (2.12.3.4); is the City only going to accept flange connections? If so, clarification needs to be made.

Answer. Thread connections shall be used on meters smaller than 1 ½". Meters 1 ½" or larger will have bronze flanged.

36. Question. Does the City have a consultant assisting with this project?

Answer. No, the project is being completed in-house.

37. Question. How many water tanks does the City have?

Answer. 5, see CDs for specific information.

38. Question. How did the City determine which compound meters needed to be replaced or retrofitted?

Answer. All compound meters that cannot be retrofitted will be replaced. The City also has a contracted vendor that tests all large meters. Based on testing results and his information, a list was completed.

39. Question. Regarding the access and the conditions of the meter pits, is it probable that there is water and/or dirt in the pit?

Answer. The pits are not sealed; therefore they are exposed to all elements.

40. Question. Do all the meter pits conform to City specifications?

Answer. No, most of these meter pits have been in place prior to City specifications. The City currently discourages the installation of meter pits.

41. Question. How difficult will it be to replace the meter pits, is it possible to re-locate these meters inside the building?

Answer. There is no conformity to the original installation of the meter pits. The reason that these meters are in a pit in most cases, is due to the lack of available space inside the building. The project includes removal of the existing by the selected vendor.

42. Question. Will the sign-in sheet be available to vendors?

Answer. Copies will be distributed prior to the conclusion of the conference.

43. Question. Who will be responsible for any installation of meters after the project is completed?

Answer: City staff.

44. Question. Installation schedule, will the contractor be held liable, including penalties, for inaccessible properties?

Answer. The City believes that this project contains a significant public relations component. The proposal is specific in Section 2.13 in the installation process. The City, however, will work with the contractor to finalize the process. Penalties may be assessed for failures that are within the contractual obligation of the contractor and within the contractor's control.

The following questions were submitted to the City of Portsmouth subsequent to the Pre-Proposal Conference on August 17, 2007.

Question: Page 18, Paragraph 2.2.14 Connections to Meter Registers. Will the City allow non-factory potted wiring when the meter and MIU are installed in a non-pit, non-submersible environment? Does the City intend on having the MIU's installed inside or outside the residence?

Answer: Answered above; on page 2, Question 9.

Question: Page 19, Paragraph 2.3.3 Number of Units. Will the City eliminate “estimated” and ask for a “definite” number of DCU’s?

Answer: No.

Question: Page 39, Paragraph 2.12.6 Lay Lengths. Will the City be willing to locate and shut down valves needed for installation of large meters located in pits? Will the City permit a survey before the bid date of all large meters to be replaced? If the City will not permit a large meter survey, does the City have the laying lengths of all large meters to be replaced?

Answer: Locate shut off, yes. Survey large meters, yes (See Item #3 of the Addendum).

Question: Page 39, Paragraph 2.13.3 Installation Schedule. Is it acceptable to make changes to the schedule during the 3 week time period stated in this section? In what detail is this schedule required?

Answer: As stated in the pre-proposal conference, The City believes that this project contains a significant public relations component. The City anticipates flexibility in the installation schedule, but it will not be at the expense of the City or its customers.

Question: Page 44, Paragraph 2.13.15.4 Appointment Scheduling. How lenient will the City be with regard to fines for missed appointments and failure to notify in advance? Will the City compensate the contractor equally for customer’s failure to follow the same procedure?

Answer: The proposal is specific in Section 2.13 in the installation process. The City, however, will work with the contractor to finalize the process. Penalties may be assessed for failures that are within the contractual obligation of the contractor and within the contractor’s control.

No, customers will not receive penalties for failing to meet contractors’ requirements.

Question: Page 47, Paragraph 2.13.16.14 Valves. Will the City be willing to locate and mark any curb stop valves required for a complete shut down?

Answer: Yes.

Question: Page 48, Paragraph 2.13.16.15 Internal Plumbing Irregularities. Will the City’s project manager offer prompt authorization to replace any illegal connections and to install the new meter? If not, will the contractor be compensated for the extra time required to identify and establish any illegal meter connections?

Answer. The City’s project manager will promptly authorize and provide guidance for actions to be taken for irregular plumbing situations.

Question: Page 48, Paragraph 2.13.16.17 Service Line Damage. Will the City waive the fee for any plumbing permits required under this section?

Answer: Yes.

Question: Page 50, Paragraph 2.14.1 Warrantees, 2.14.2 Meter Register Warrantees, 2.14.3 AMR Component Warrantees. What does the City mean by “at least” 5 years, 10 years and 5 years? Does this mean 5 years “or more”, or 5 years?

Answer: RFP is specific, no changes necessary.

Question: Pages 57, 58, 59 and 60. Meters being replaced or retrofitted. Regarding the column for the “Unit Salvage Credit” in Tables A1, A2, A3 and A4, does the City intend to keep the old, removed meters? If the City intends to keep the old meters being removed, is the City willing to allow the installer to take apart or cut the meter, if necessary to facilitate removal from the meter or pit?

Answer: The City will not be retaining the old meter.

Question: Can a copy of the RFP document be provided in Microsoft Word?

Answer: No.

Question: Are new tail pieces required with every meter?

Answer: Replacement required if damaged.

Question: Are digital before and after photos required of all installations, or just those with problematic pre-existing site conditions?

Answer: Please see Section 2.13.16.7, page 46.

Question: Specification 2.13.16.12 requires the vendor to supply conversion bushings. Are meters being replaced with like-sized meters?

Answer: Yes.

Question: On page 2 the scope of work is to include replacing or modifying existing meter box covers on 80 meters 5/8" thru 2". There are not 80 pit meters in the price tables A3 or A4 for sizes 5/8-2". Please advise.

Answer: The City anticipates replacing 30 pit meters and an additional four pit meters will be retro-fitted.

Question: Specification 2.12.4.3 provides a specification for companion flanges. Is the vendor required to supply new companion flanges with all compound meters?

Answer: Selected vendor will be responsible for installation of meter and supply all necessary parts for those installations.

Question: The total number of meters in Tables A2 and A3 do not match the sum of the meters in the table. Which is correct?

Answer: The City anticipates retro-fitting approximately 4,200 inside meters and replacing 30 pit meters.

Question: Since an Addendum answering initial vendor questions from the pre-bid meeting are not available prior to the deadline for questions, would the City consider allowing follow-up questions for a limited time following release of the Addendum?

Answer: The City reserves the right to issue an additional addendum at their discretion.

Question: The building location file provides latitude, longitude, and a z axis value. Can you confirm the z axis value is the ground elevation?

Answer: Elevation above sea level.

Question: By providing all the locations of city properties, does this mean the City of Portsmouth, for this project, has the authority and approvals in place to mount antennas and/or equipment associated with the AMR system at any or all of the indicated locations as needed?

Answer: No, as mentioned during the pre-proposal conference; the Contractor does need to get permission. Each property will have to be reviewed on its own merit.

Question: Are the tank locations provided elevated or buried? Please provide a breakdown.

Answer: All tanks are elevated.

Question: Number of Response Copies - Can you confirm you wish to receive an original & six copies of BOTH the Technical and the Project Cost proposals?

Answer: The City is requesting 1 original copy of the entire proposal (which includes the cost proposal) and six copies.

Question: Total # of register changes to be quoted

Answer: Table A2 provides the approximate number of registers to replace.

Question: Number of residential meters (<90 ft apart and > 90 feet apart)

Answer: The City provided to all vendors at the pre-proposal conference a database containing the services addresses apart of this project. The City is unable to provide further detailed information.

Question: Total # of routes and will we be installing complete routes?

Answer: 59

Question: Are routes sequenced in walk order

Answer: The City has been typical in its methodology for sequencing property for meter reading. Sequencing is in walk order, in most cases.

Question: Installation area is what radius (in miles)?

Answer: Please refer to CDs' handed out at Pre-proposal meeting.

Question: Will any installations require OSHA certification? If so, please outline.

Answer: The selected vendor will follow all Federal, State and Local regulations.

Question: Number of commercial meters

Answer: Please refer to CDs' handed out at Pre-proposal meeting.

Question: Number of vaults

Answer: The City anticipates replacing 30 pit meters and an additional four pit meters will be retro-fitted.

Question: How deep within the pits are the meters

Answer: There is no conformity to the original installation of the meter pits.

Question: Are the pits clean and meters accessible?

Answer: The pits are not sealed; therefore exposed to all elements.

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Item #2 Replacement language for Section 2.12.2, Meter Registers

Section 2.12.2, Meter Registers. The complete original section is replaced with the following language.

Registers shall be of the absolute encoder type and permanently sealed in a vacuum purged or dry nitrogen gas filled copper or stainless steel can. Systems utilizing generator pulses or low voltage conversions are not acceptable under this standard. Similar size, type and registration of registers shall be interchangeable. Registers shall be equipped with low flow indicators and face plates must be stamped with date of manufacture and serial identity number. Registers shall read in (Cubic Feet).

Upon inquiry from a remote location, the absolute encoder register shall disclose the exact position of the six most prominent number rollers as well as the electronic identity number of the register without the use of internal power. All power necessary for data transmission shall be supplied from the interrogation device. All registers shall be compatible with various brands of interrogation equipment.

All registers shall employ a device to offer a "quick transfer" of the roller bank assembly to prevent ambiguous readings.

All registers shall be easily upgraded to Automatic Meter Reading (AMR) which includes: Telephone, Radio, Cable, etc. with the substitution of the remote receptacle with a Meter Interface Unit (MIU).

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Item #3 Survey of meter pits scheduled

The City is offering all potential vendors an opportunity to survey all pit meters that are anticipated to be replaced.

The meter survey will be conducted over a two day period, September 5th and September 6th; one half of the meters will be visited on the first day and the remaining the following day. The start time for both days is 8am and will begin at the Public Works Building at 680 Peverly Hill Road, Portsmouth, NH.

Vendors will be allowed a one time visual access to each meter prior to the proposal's due date. This opportunity is not intended for any confined space activity.

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Item #4 Table A9, omitted from original document

Table A9 – Cost Summary and Annual Increases for Years 4-5

	<u>Total Cost</u>
Table A1 – Inside Meters to be Replaced	_____
Table A2 – Inside Meters to be retrofitted with MIU	_____
Table A3 – Pit Meters to be replaced	_____
Table A4 – Pit Meters to be Retrofitted with MIU	_____
Table A6 – Other AMR Costs	_____
Grand Total	_____

Annual Increases (%)

Item	Year 4	Year 5
Net Unit Meter Cost		
Unit MIU Cost		
Unit Lid Cost		
Unit Installation Cost		

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Item #5 Change in the proposals' due date

The City of Portsmouth has offered vendors the opportunity to survey the meter pits that are anticipated to be replaced as a part of this project. The information obtained during this survey, will affect the proposal submitted by a vendor; therefore the due date for submittal of RFP #07-08 is September 14, 2007 at 2:30 P.M.