



**REQUEST FOR PROPOSALS (RFP23125)  
FOR  
ADVANCED METERING INFRASTRUCTURE (AMI)  
SOLUTION**

**RFP Close: December 8, 2023**

**Issued By:**

**Utility Billing Department  
225 4<sup>th</sup> Street North  
Fargo, ND 58102**



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*RFP23125 –Advanced Metering Infrastructure (AMI) Solution*

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Qualified firms interested in responding to the RFP are required to do so by: **4:00 p.m. Central Standard Time on Friday, December 8, 2023.**

**One (1) original Technical Proposal stamped “Original”; six (6) flash drives with each containing an identical copy of the Technical Proposal (do not include the Cost Proposal on the flash drives); and one (1) original Cost Proposal.**

City of Fargo Auditors Office, 1<sup>st</sup> Floor  
225 4<sup>th</sup> Street North  
Fargo, ND 58102

Proposals must be clearly identified on the outside of the packaging with:

**Responder’s name**  
**“Request for Proposals RFP23125 for Advanced Metering Infrastructure (AMI) Solution”**

on the outside of the envelope(s) or box(es).

Office hours are 7:45 am to 4:30 pm, Monday through Friday,  
excluding holidays.

Any questions regarding this RFP, please contact  
Tanner Smedshammer at: (701) 241-1528  
Tanner.Smedshammer@FargoND.gov  
Thank you for your interest.

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## Part 1      General

The City of Fargo, hereinafter referred to as the "City," is soliciting proposals for an Advanced Metering Infrastructure (AMI) Solution for its City-wide water metering infrastructure (herein after referred to as "Solution"). The purpose of this Solution is to support various City departments and operations, while enhancing customer service, drought response, water loss reduction, prevention of water theft, cost reduction, and streamlining the utility billing process. The City is seeking qualified and experienced AMI providers, referred to as "Proposers," to submit proposals that comply with the requirements outlined in this Request for Proposal (RFP). The Solution should encompass software, equipment/hardware, installation, implementation, customization, training, community outreach, maintenance, and technical support. The specific scope of work is further detailed within the RFP.

The City reserves the right to cancel or postpone this RFP by providing written notice before the proposal due date. The City also reserves the right to reject any or all submittals or accept what is, in its judgment, the submittal(s) which is/are in the City's best interest. The City further reserves the right, in the best interests of the City, to waive any technical defects or irregularities in any/all submittals. The City reserves the right to accept or reject any and all proposals in the best interest of the City.

The City hereby notifies all Proposers that it will affirmatively ensure that regarding any contract entered, pursuant to this request, minority business enterprises will be afforded full opportunity and are encouraged to submit proposals in response to this invitation and will not be discriminated against on the grounds of race, color, sex, or national origin in consideration for an award.

### 1.1 RFP Timeline

**RFP Issued:** November 7, 2023

**Pre-Proposal Virtual Meeting:** November 15, 2023 @ 9AM CST via Teams Meeting

**Deadline for Propagation Study:** November 22, 2023

**Deadline for Requests for Information/Clarifications:** By 3:00pm CST on November 27, 2023

**Responses Posted as Addendum:** November 30, 2023

**Full RFP Due Date:** By 4:00 pm CST on December 8, 2023

### 1.2 Contact Person, Telephone, and Email

Tanner Smedshammer, Purchasing Manager, is the point of contact for this RFP. Unauthorized contact regarding the RFP with other City employees may result in the vendor being disqualified. Requests for information or clarification concerning this RFP or the work described within shall be submitted in writing via email to:

**Tanner Smedshammer, Purchasing Manager**

**Phone:** 701-241-1528

**Email:** Tanner.Smedshammer@FargoND.gov

All requests must be submitted in writing prior to 3 p.m. on Monday, November 27<sup>th</sup>, to the email address listed above. Responses to each request will be provided to all Proposers through means of addendum.

### 1.3 No Contact Policy

Any contact with any City representatives, related officials, or representatives other than those outlined in the RFP is prohibited. Such unauthorized contact may disqualify your Firm from this procurement.

### 1.4 Project Purpose and Objectives

The City is seeking an agreement with a qualified supplier and installer providing a complete Solution. This RFP is intended to solicit a proposal package from Proposers capable of meeting the following objectives that have been identified as part of the Solution:

- Improve customer service and experience.
- Provide a customer facing portal for customers to view and monitor their water usage.
- Provide water metering infrastructure for collecting and storing meter reading data for all 30,000+ accounts in the City's service area.
- Improve planning and drought response capabilities.
- Enhance water conservation efforts.
- Reduce water loss and non-revenue water.
- Reduce labor effort required for manual meter readings and operate water meters remotely.
- Operate water meters remotely.

### 1.5 Overview of Existing Water Meter System

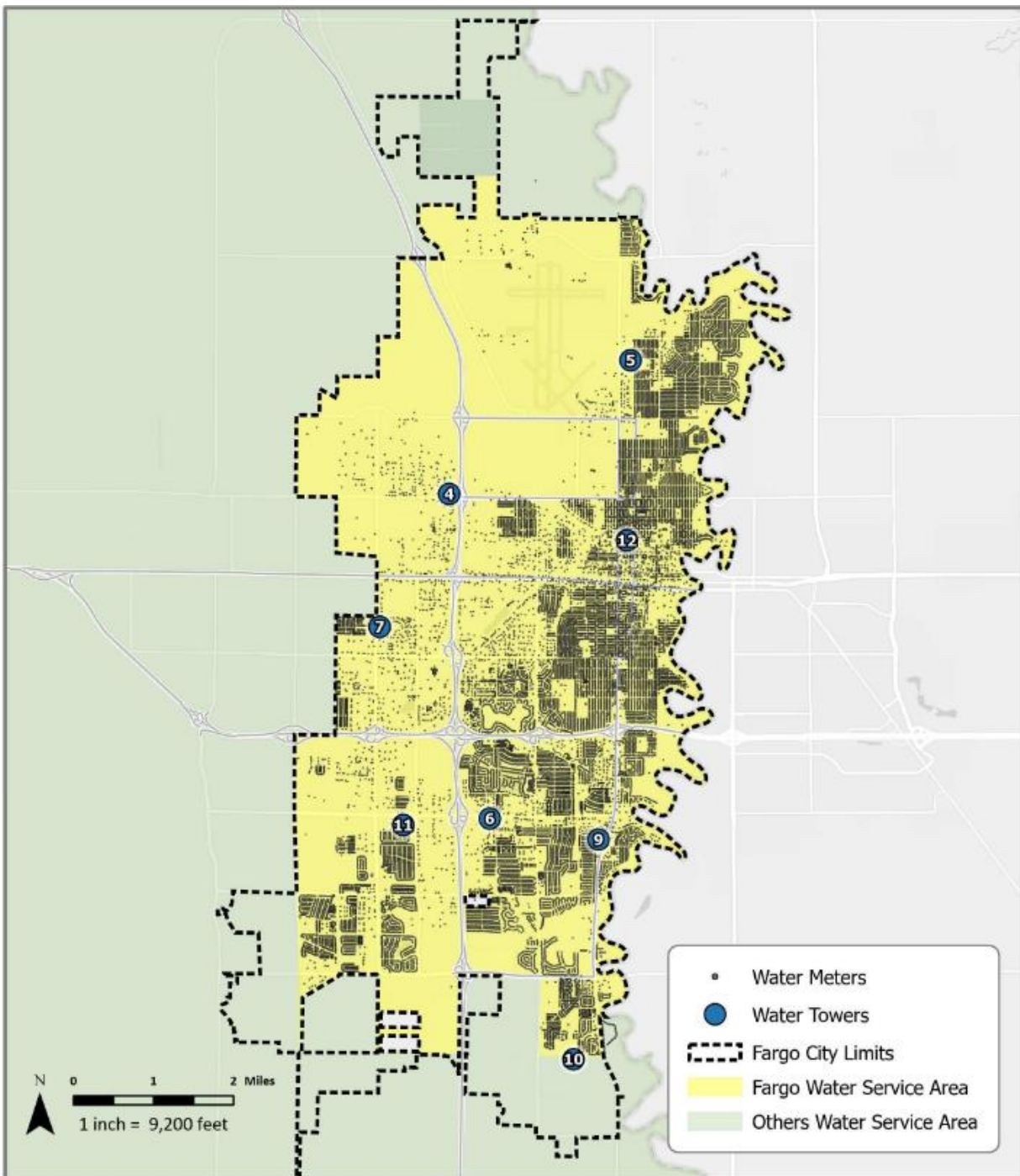
The existing metering system in Fargo consists of approximately 30,814 individual water meters, including several large diameter connections to large volume users. The majority of the water meters are 5/8" or 3/4" in size. The total number of meters (organized by meter size) is shown in **Table 1**. A map showing the location of all water meters, in addition to water tower locations, throughout Fargo is provided as Error! Reference source not found..

**Table 1. Existing Water Meter Sizes (As of July 31, 2023)**

Meter Size	Number of Meters	Distribution
5/8"	13,717	44.50%
3/4"	12,865	41.73%
1"	935	3.03%
1 1/2"	1,459	4.73%
2"	1,351	4.38%
3"	339	1.10%
4"	102	0.33%
6"	28	0.09%
8"	4	0.01%
10"	11	0.04%
12"	3	0.01%
Total	30,814	100.00%

Nearly all of the meters installed throughout Fargo's system are manufactured by Neptune Technology Group (Neptune). These meters are read through a combination of radio function and drive by/walk-up reading. Around one third of the meters are equipped with radio functionality for automated readings. The remaining two thirds of the meters are read by City staff while driving through neighborhoods or

walking up to individual homes. The City has other meter manufacturer brands in the water system, including, but not limited to Badger and Sensus.



**Figure 1. Water Meter and Water Tower Locations**

Some of the neighborhoods within Fargo’s city limits are served by Cass Rural Water District, in which Cass Rural Water District owns and operates the water metering infrastructure. For this project, only the City water meters are being upgraded (area depicted in yellow in the above figure).

## Part 2 Scope of Work and General Requirements

Part 2 of this RFP identifies the Proposer's scope of work for the procurement, installation, and implementation of the Solution. This part will provide further details on the scope of work including general requirements, bid packages, bid packages special requirements, and additional Proposer requirements.

### 2.1 General Requirements

Proposers shall meet the following general requirements for **each** bid package; if a Proposer's proposal does not meet the following general requirements, their proposal may be rejected.

- **Utilizing the data included in the attachments of this RFP, Proposers must complete a propagation study and submit to the City prior to November 22, 2023.**
  - o Attachment A includes existing water meter sizes and meter locations.
  - o Attachment B includes existing water tower height information.
- Proposers or Proposer's suppliers shall have a physical location within 30 miles of the City of Fargo. Additionally, Proposer's suppliers shall have reasonable inventories of municipal metering infrastructure available within 30 miles of the City of Fargo.
- Proposer shall offer a water meter with the capability to be completely shut off (100% flow stoppage) remotely.
  - o Not all the meters in Fargo's new AMI system will have this capability, but the City wants to strategically deploy water meters with remote shut off capabilities.

### 2.2 Bid Packages

As part of this RFP, the City is requesting Proposers to submit two bid packages. For all bid packages, the Solution shall be a turnkey AMI Solution. Each bid package has two subpackages; subpackage A.1 and B.1 include utilizing solid state meters (meters without moving parts, i.e., ultrasonic or electromagnetic), and subpackages A.2 and B.2 include utilizing mechanical meters (i.e. positive displacement).

Proposers shall provide detailed pricing based on each subpackage in accordance with Attachment C – Proposed Project Cost Template. Proposers shall document in their proposal the infrastructure associated with each subpackage in accordance with Attachment D – Technical Meter Data Sheet.

The bid packages / subpackages include:

#### 2.2.1 Bid Package A – Full Meter System Replacement

Bid Package A includes full replacement of all the City's existing meters and metering infrastructure. This bid package aims to provide the City with brand new water metering infrastructure.

##### *2.2.1.1 Subpackage A.1 – Solid State Meters*

Subpackage A.1 includes the full replacement of all existing meters and metering infrastructure with solid state water meters.

##### *2.2.1.2 Subpackage A.2 – Mechanical Meters*

Subpackage A.2 includes the full replacement of all existing meters and metering infrastructure with mechanical water meters.



### 2.2.2 Bid Package B – Propagation Study Results / Proposer Recommended Solution

Bid Package B includes a Proposer recommended Solution, which should follow the recommendations of the Proposer's respective propagation study. Proposers are encouraged to recommend a Solution that aims to utilize existing water metering infrastructure that still has remaining service life.

#### *2.2.2.1 Subpackage B.1 – Solid State Meters*

Subpackage B.1 includes Proposer recommended replacement of existing water meters with solid state water meters. Proposer's recommendation should be consistent with propagation study results.

#### *2.2.2.2 Subpackage B.2 – Mechanical Meters*

Subpackage B.2 includes Proposer recommended replacement of existing water meters with mechanical water meters. Proposer recommendation should be consistent with propagation study results.

### 2.3 Bid Package Special Requirements

The following special requirements apply to all bid packages and subpackages.

#### 2.3.1 Additional Capabilities

For **each** bid package and subpackage previously outlined, Proposer shall include unit costs for water meters with remote shutoff, pressure monitoring, and temperature monitoring capabilities, as outlined in Attachment C – Proposed Project Cost Template. Proposer shall also include additional capability technical details within Attachment D – Technical Meter Data Sheet.

#### 2.3.2 Removal of 5/8" Meters

For **each** bid package and subpackage previously outlined, Proposer shall include 3/4" water meters in lieu of 5/8" water meters. The City does not want to install any new 5/8" water meters as part of the Solution. Proposers shall include the costs of any necessary plumbing modifications within their proposal.

### 2.4 Project Funding

The City intends to fund this project, in part, through the Clean Water State Revolving Fund (SRF) Program administered by the North Dakota Department of Environmental Quality (NDDEQ). The Proposer's scope of work **must** comply with all applicable CWSRF Program funding requirements and specification package. The CWSRF specification package can be found here:

- [https://deq.nd.gov/Publications/MF/CWSRF\\_Specification\\_Package.pdf?v=7](https://deq.nd.gov/Publications/MF/CWSRF_Specification_Package.pdf?v=7).

For reference, this project is a non-treatment works project and a non-equivalency project.

### 2.5 Additional Proposer Requirements

Proposer shall be experienced in and qualified to perform all work required to provide a complete Solution. Proposer's shall include within their proposal the number of years of experience in AMI systems, services provided to other Utilities, and contacts at those utilities.

## Part 3 Specifications

This part of the RFP outlines the specifications of the turnkey AMI Solution. Proposers must clearly document in their proposal their ability to meet the specifications outlined herein.

### 3.1 Water Meters Specifications

- a) All meters shall meet or exceed the latest version of the American Water Works Associations (AWWA) Standard for the applicable meter type provided by Proposer.
- b) All meters shall have flow performance capabilities in conformance with AWWA Standards.
- c) All meters shall comply with the AWWA C700 accuracy requirements as specified in section 3.8 of the standard for a period of one year from the date of installation.
- d) All meters shall be delivered with AMI cables factory installed and fully potted. No field splicing or other connections are allowed between the meter and terminal connector.
- e) All meters shall be NSF-61 compliant.
- f) All meters and registers shall meet the following minimum specifications:
  - a. Meter body/flow tube for 3/4" and 1" meters shall be NSF 61 brass, stainless steel, or approved polymer/composite material.
  - b. Meter body/flow tube for 2" through 12" meters shall be NSF 61 brass, stainless steel, cast/ductile iron with coating, or approved polymer/composite material with metallic flanges.
- g) All materials used in the construction of the main cases shall have sufficient dimensional stability to retain operating clearances at working temperature up to 105 degrees F.
- h) All meters shall contain the meter serial number stamped on the main case of the meter.
- i) All meters shall be 100% factory tested for accuracy and have the factory test results provided with each meter.
- j) All meters shall be pressure tested to ensure protection against leakage.
- k) All meters shall be tamper-resistant. Proposer shall identify the tamper resistant system and define capabilities.
- l) The manufacturer shall warranty the main case for a period of 25 years from the date of shipment.
- m) The manufacturer must offer a water meter that has remote open-and-close capability.

### 3.2 AMI Network Specifications

This section provides requirements for the AMI network and associated equipment:

#### 3.2.1 AMI Fixed Network

The Proposer shall provide an AMI fixed network capable of meeting all the requirements listed below. This subsection is not intended to provide specifications for specific equipment to be provided, but to provide a list of capabilities that must be met by the Solution.

- a) The AMI Network shall:
  - a. Consist of a reliable and tested network to ensure billing data quality along with Smart Utility/Smart City capabilities. Provide a description of how the network will function and how it will meet this requirement.
  - b. Provide details on the billing rate success over a specified time period.
  - c. Provide a system and techniques to prevent unauthorized access to data being transmitted.

- d. Allow self-diagnosis of any problems associated with the backhaul of the communication and the ability to automatically seek an alternate communication path if the initial daily or real-time upload is unsuccessful.
- e. Accommodate over the air firmware and software upgrades.
- f. Be capable of changing read interval, alarm frequency, sampling, and communication mode over the air.
- g. Establish architecture to include backup/failover options for the entire communication path from the meter to the rest of the system.
- h. The Proposer shall complete the AMI Technical Requirements sheet provided as Attachment E and include within their proposal.

### 3.2.2 Encoder Registers

*The following specifications apply to Subpackages A.2 and B.2 only.*

- a) The encoder register shall display flow rate information.
- b) The encoder register shall be a true absolute encoder register that provides direct electronic transfer of meter data information to the endpoint.
- c) The encoder register shall send data in ASCII format (American Standard Code for Information Interchange) to the endpoint.
- d) The encoder register shall transmit the complete odometer wheel reading, a minimum of 6 digits, all 10 positions and an 8-digit identification number that has been factory set and never duplicated.
- e) The encoder register shall be permanently factory sealed with an epoxy coating of all terminal connections. Encoder registers requiring field sealing of the wire connection will not be allowed.
- f) The encoder register shall be secured to the meter main case by a tamper resistant locking mechanism protecting against unauthorized removal of the register.

### 3.2.3 Endpoints

- a) All endpoints shall have a unique, permanent identification number that is transmitted with readings.
- b) All endpoints shall be capable of receiving meter data from water meters equipped with absolute encoder registers. Pulsing register technology shall not be utilized.
- c) All endpoints shall be separate from the meter/register housing.
- d) All endpoints shall be of the same configuration regardless of installation location.
- e) All residential endpoints shall be installed inside the home.
- f) All endpoints shall communicate via a strong, secure, and reliable radio frequency that includes provisions to ensure data transmission accuracy and immunity from outside interference as well as fading and other forms of signal degradation or attenuation to prevent accidental loss of meter reading data.
- g) All endpoints shall communicate using a private licensed spectrum or unlicensed 900 MHz band, certified to comply with FCC Part 15 rules, utilizing frequency hopping data transmissions.
- h) All endpoints shall be housed in a single package designed for rugged, harsh environments and capable of complete submersion in water without damage.
- i) All endpoints must function accurately and not be damaged over an operating temperature range of -40 deg C to +70 deg C.

- j) All endpoints shall be designed to operate in the above conditions and have a minimum battery life of 20 years.
- k) Battery life data shall be transmitted to the Host System alerting of low battery levels for preemptive maintenance at least six (6) months prior to failure.
- l) All endpoints shall function as a true two-way network gateway and allow for an engineered Network configuration with a primary route to the collector and up to three (3) alternate routes that are automated if communication is interrupted to the primary routing.
- m) All endpoints must report readings on a scheduled daily basis (one report including 24 hours or readings) this shall be remotely configurable through the software to change interval.
- n) Reading intervals shall include 5 minutes for 7 days, 15 minutes for 14 days, and 30 minutes for 14 days.
- o) All endpoints shall be capable of storing meter data including date and time stamps down to five (5) minute intervals for a minimum of 120 days in non-volatile memory.
- p) All endpoints shall have the capability to receive and process commands from the host system for all firmware updates to eliminate the need to manually perform the update function at each locale. Endpoints must support group firmware updates to reduce system maintenance time.
- q) All endpoints shall employ actionable alerts; including but not limited to:
  - a. Tamper Alert or Meter disconnected
  - b. Bad read in register
  - c. Small Leak Detected
  - d. Large Leak Detected
  - e. No Flow detected – Specific period of time set in the host software
  - f. Reverse Flow / Backflow
  - g. High Flow Rate Detected – Specifics set in host software
  - h. Battery Health
  - i. Register tamper detection alert
  - j. Register removal alert
- r) All endpoints' clock date & time settings shall be updated to match reference date & time that shall be regularly provided to the meter via the Host Server.
- s) All endpoints shall have the ability to use a hand-held device to upload data in the unit's memory.
- t) All wiring for endpoints shall be factory installed and potted. No wire connections or wire splicing of any kind shall be performed during installation.

#### 3.2.4 Data Collector Units (DCUs)

- a) Proposer is solely responsible for determining the mix of data collectors and meter interface unit placement strategies needed to meet or exceed the reading success rates stated within the Solution.
- b) Proposer shall seek to utilize existing City owned elevated assets for location of DCUs. Locations and heights of City-owned water towers are provided as an attachment to this RFP.
- c) The DCUs shall be an AC or solar powered unit with optional battery backup.
- d) The DCUs shall communicate via a fixed network. The DCUs can operate on a dedicated, FCC licensed frequency or via unlicensed 900 MHz range with all the AMI modules in its assigned area.
- e) The DCUs shall collect and aggregate the stored meter data from all the AMI Modules in its zone a minimum of once per day and upload the information to the Host server a minimum of once per day providing interval reads from each AMI module as programmed.

- f) The DCUs shall use state-of-art data security techniques to prevent unauthorized access to the data.
- g) The ability to time synchronize all devices to within 5 seconds once per day and allow daily upload of meter data and system health checks is required.
- h) The DCUs shall utilize an outdoor NEMA4X stainless steel enclosure, rated for -40C to +85C, with remote antenna capability, which can be pole or wall mounted.

#### 3.2.5 Server Head End Hardware

- a) The Solution may be managed and controlled by one or more components, including one or more control and communications computers, file servers, etc. Proposer shall describe the hardware and network configuration. Proposer shall provide all the hardware and software required for a complete and working turnkey Solution.
- b) Proposer shall provide security information about the server head end hardware.

### 3.3 System Software Specifications

The following section provides software requirements for the turnkey AMI Solution:

#### 3.3.1 Head End Host Software

- a) The Proposer shall provide fully hosted software.
- b) The Proposer shall manage the hardware and software, including monitoring, to ensure the software operates according to industry best practices and performance standards. Hosting shall be in a secure, environmentally controlled facility with redundant failover communication and power systems that provides support services twenty-four (24) hours per day, seven (7) days per week and certifies better than 99.9% uptime.
- c) The Host Server shall act as the central collection point for the data within the system. The server collects data from all the DCUs and stores the gathered data in a secure database. Once data is stored and analyzed on the server, the data shall be available for display via an easy-to-use web based graphical interface.
- d) As an alternative to hosting services, the Proposer shall offer a Perpetual License for the Host Software. The Host Software Solution shall utilize a secure web-based application user interface.
- e) The data will be available via a graphical user interface that will allow for analysis, system health checks, as well as bill generation.
- f) The Host Software server shall manage and archive data for at minimum two years such that it can be accessed by any City computers, handheld devices both locally and remotely via the web. All data recorded and maintained on the hosted servers shall be the property of the City.
- g) The Host Software must be web browser-based utilizing a thin client architecture and shall have defined applications with standard interfaces to allow for existing and planned software applications. At a minimum the Proposer system must provide a hosting interface, mapping application for assets, leak and alarm management, customer facing web portal for rate payers to view or manage their usage and alerts.
- h) The Host Software must have flexible meter reading data formats that are compatible with the City's current billing application.
- i) The Host Software shall be used to generate reports, view demand graphs, determine usage patterns and enforce watering restrictions. Data shall be capable of being exported to other common file types including at minimum Microsoft Excel, Microsoft Access, and Adobe Acrobat.

- j) Using information from alerts uploaded in the data, the Host Software shall have the ability to generate specific e-mail alerts or SMS messages for each status code, configured by the User Interface. System shall have the ability to provide alerts and other pertinent GIS type information and data through an ESRI based mapping application via the web.
- k) Each endpoint generated alert shall be accompanied by a duration the alert has been active for, which shall be stored and optionally sent out by the server.
- l) The Host Software shall include a GIS tool for network routing from DCUs to endpoints.
- m) The GIS tool shall have icons that permit viewing system health of the star system components.
- n) Routing distances from DCUs to endpoints shall be part of the GIS tool.
- o) The user interface shall permit the sending of alert outages, tampering, out-of-bounds system operating parameters to appropriate City personnel via cell phone, pager, or e-mail.
- p) Web servers where the Host Software resides shall be separated by a firewall from the Customer User Interface.
- q) Host Software shall have the capability to support acoustic leak detection devices located throughout the service area.
- r) Host Software shall be compatible with City Enterprise Resource Planning (ERP) and Utility Billing Software.
- s) The Proposer shall complete the hosting questions provided as Attachment F and include within their proposal.

### 3.3.2 Customer User Portal

- a) The Proposer shall offer a secure web-based application for customer access to consumption data.
- b) The customer shall have access to view usage, compare current and previous period usage, configure individual alerts, and set monthly and yearly budget goals.
- c) Reports shall be available in graphical and table views for reading and consumption for various intervals.
- d) Graphs shall be available to show high/low temperatures for each day and rainfall on a daily basis.
- e) Home page shall have the ability for the City to display information to customers.

### 3.4 Installation and Implementation Specifications

- a) Under this specification, a single Proposer shall supply all equipment and labor necessary to install the Solution. While the primary function shall be to provide labor for the installation of meters, endpoints, and DCUs, the installation company shall also provide project management, data integration services, and a field service software with a Utility Portal allowing electronic data uploads to billing software, and full transparency of project progress as described herein.
- b) The Proposer shall conduct customer outreach efforts to notify customers prior to any work being commenced.
- c) The Proposer shall offer a means for customers to sign up / schedule an appointment for AMI work to be conducted at their residence.
- d) The Proposer shall not interrupt the utility billing process during the installation and implementation of the Solution.
- e) The Proposer shall have a dedicated Project Manager to oversee the installation and implementation of the Solution.
- f) The Proposer shall employ competent, efficient technicians skilled in the work assigned to them.

- g) The Proposer's technicians shall be skilled in handling both small and large water meters, ranging in size from 3/4" to 12".
- h) The City will provide high-visibility vests that the Proposer's Technicians shall wear at all times.
- i) All Proposer's technicians shall have the same color uniforms including shirts, pants, and jackets. The Proposer logo shall be permanently attached to shirts and jackets.
- j) The Proposer employees shall always display photo identifications clearly. Each photo identification shall have the Proposer name, employee's name, and title.
- k) The Proposer shall be responsible for the proper care and protection of the worksite, for all materials and articles delivered to the site where the Proposer will perform the work, until completion and final acceptance of the work.
- l) The Proposer shall exercise proper precautions and safety measures in performing the work, which shall be in accordance with all applicable laws, rules, and regulations.
- m) The Proposer shall be responsible for the protection of all persons and/or property at the location in which the work will take place.
- n) The Proposer shall keep the work site free from unnecessary accumulations of waste materials. Upon the completion of all the work, the Proposer installers will be instructed to remove all tools, equipment, and surplus materials, as well as all rubbish and waste resulting from the work. Upon the completion of the work, the work area shall be left "broom clean" or its equivalent, to the reasonable satisfaction of the City of Fargo.
- o) The Proposer shall document the installation process, including but not limited to documentation of the before and after conditions (with photos), arrival time and departure time, etc.
- p) The Proposer shall document the material of the service line to support the City's ongoing lead service line inventory project. The means of documenting the service line will be determined by the City prior to work commencing.
- q) The Proposer shall be responsible for all aspects of the removal of existing meters, installation of new meters, installation of all required appurtenances, and restoration of sites to their original condition.

### 3.5 Training Specifications

- a) In addition to supplying, delivering, and installing all components of the Solution, the Proposer shall provide training to City staff and ensure the Solution is operational prior to full deployment. This includes support for the development of an interface to the City billing system and functional testing of the system.
- b) Training shall include, at a minimum, detailed field installation procedures, configuration, troubleshooting, as well as billing training for office staff. All training guides and information shall be provided to the City.
- c) Provide a training plan based on similar Solutions to that being proposed.
- d) A minimum of five (5) days of training shall be provided to City staff.

### 3.6 Warranty Specifications

- a) The Proposer shall clearly state its warranty concerning each equipment component included within the Solution.
- b) Proposers shall provide the warranties and any services, including additional costs, Proposer will offer to ensure system functionality and availability of system components for a minimum of 15 years.



## Part 4      Proposal Requirements

The proposals shall be limited to 30 maximum pages, excluding the cover page, cover letter, proposal section fly sheets, and appendices. Proposals shall be a minimum font size of 11. Specific sections of the proposal should be limited as outlined below and on the following page. Proposals shall contain the following information in order provided below:

**1) Cover Page**

- a) Provide company name.
- b) Provide contact information.
- c) Provide City RFP number.

**2) Cover Letter**

- a) The cover letter shall address the Proposer's understanding of the RFP and the intent of the Solution the City is seeking.
- b) The cover letter shall be signed by an official of the Proposer or other individual with authority to provide a binding proposal.

**3) Table of Contents (maximum of 1 page)**

**4) Proposer Information and Past Relevant Experience (maximum of 4 pages)**

- a) Proposer shall include information about their respective company, as well as the local supplier (if applicable).
- b) Identify key staff and subcontractors including their expected services provided for the project.
- c) Provide a list of experience with projects that contain similar scopes of work. Include a detailed description of the work completed, contact information for the owner of each project, completion date, and photographs of the completed installation.

**5) Needs and Project Understanding (maximum of 4 pages)**

- a) Proposer shall include a section on their understanding of the Project and the City's needs.

**6) Proposed Project Approach (maximum of 10 pages)**

- a) Proposers shall provide a detailed project approach for each of the following Bid Packages:
  - i) Bid Package A – Full Meter System Replacement
    - (1) A.1 – Solid State Meters
    - (2) A.2 – Mechanical Meters
  - ii) Bid Package B – Propagation Study Results / Proposer Recommended Solution.
    - (1) B.1 – Solid State Meters
    - (2) B.2 – Mechanical Meters
- b) Proposers shall provide their propagation study as Appendix 1.
- c) Proposers shall provide cost information for each subpackage as Appendix 2.
- d) Proposer shall provide a realistic project schedule for each subpackage Appendix 3.

**7) Software Overview (maximum of 2 pages)**

- a) Proposer shall provide information on the Solution software, including both head end host software and the customer user portal software.
- b) Proposer shall include recurring software cost information within the proposal or proposal attachments.

**8) Demonstrated Ability to Meet Specifications (maximum of 6 pages)**

- a) Proposers shall prove that the products used and services rendered meet the specifications included within this RFP.



- b) Proposer must include information on how the Proposer will meet the specifications and requirements of this RFP. A description must be provided for all items required to provide the Solution. This description shall include the following:
  - i) Equipment and material quantities.
  - ii) Solution diagrams to provide context of how the system will operate.
  - iii) Specifications for all equipment and materials provided as part of the Solution (please indicate if these differ in any way from the specifications listed as part of this RFP).
  - iv) Data sheets and specifications for all software and hardware included. Include description of tamper resistant system.
  - v) Draft agreements for any hosting or software/network as a service included in the Solution (if applicable).
- c) Proposer shall utilize the Technical Meter Data Sheet to include information regarding meter type, model, characteristics, etc., and provide as Appendix 4. Proposer shall also include supplier-developed technical data sheets that are referenced within the Technical Meter Data Sheet within Appendix 4.
- d) Proposer shall complete the provided AMI Technical Requirements attachments and include as Appendix 5.
- e) Proposer shall answer the hosting questions and provide as Appendix 6.

**9) Installation and Training (maximum of 2 pages)**

- a) Proposer shall clearly describe the Proposer's turnkey installation process.
- b) Proposer shall provide a training plan for training City staff on the Solution.

**10) Warranty (maximum of 1 page)**

- a) Proposer shall clearly document warranty information for all equipment installed and services rendered.

**11) Appendices**

- a) Proposer must include the following appendices but may include additional appendices as deemed necessary by Proposer.
  - i) Appendix 1 – Propagation Study Results
  - ii) Appendix 2 – Proposed Project Costs (Utilize the Proposed Project Cost Template attached to this RFP)
  - iii) Appendix 3 – Proposed Project Schedule
  - iv) Appendix 4 – Technical Meter Data Sheet (Utilize the Technical Meter Data Sheet attached to this RFP). Proposers shall also include applicable manufacturer data sheets within Appendix 4.
  - v) Appendix 5 – AMI Technical Requirements
  - vi) Appendix 6 – Hosting Questions

## Part 5 Evaluation Criteria

Proposals will be opened in a non-public meeting and reviewed by an evaluation committee selected by the City. The evaluation committee is anticipated to consist of members from the Water Utility, Finance Department, Public Works Department, City Administration, and City Commission.

Each proposal will be reviewed to ensure compliance with the requirements set forth in this RFP. Proposals that are not in compliance with the RFP requirements may be rejected without being further read. Proposals will not be returned to the firms submitting their proposals.

Proposals submitted will be evaluated based on a technical evaluation and a cost evaluation.

### 5.1 Technical Evaluation

Proposers will be evaluated based on the individual criteria and the corresponding weight shown in **Table 2**. The City intends to score each subpackage based on the scoring criteria shown below. Each member of the evaluation committee will score proposals.

**Table 2. Technical Evaluation Criterion**

Criteria No.	Description	Weight
Criteria 1	Past Work Experience, Qualifications, and Personnel	20
Criteria 2	Needs and Project Understanding	15
Criteria 3	Proposed Project Approach	15
Criteria 4	Software	10
Criteria 5	Ability to Meet Specifications	20
Criteria 6	Installation and Training	10
Criteria 7	Warranty	10
	<b>Total</b>	<b>100</b>

### 5.2 Cost Evaluation

Proposers shall provide costs in accordance with the Proposed Project Cost Template attached to this RFP and include as Appendix 2 within Proposer's respective proposal. Proposers shall provide costs for each bid subpackage outlined previously in this RFP.

The total cost of the proposal will be evaluated in combination with the technical evaluation; however, the City does not guarantee the proposal with the lowest overall cost will be selected. The City reserves the right to accept or reject any and all proposals in the best interest of the City.

## Part 6      Selecting a Proposer

A panel comprised of City representatives will evaluate each RFP submission and will submit recommendations to the City of Fargo's City Commission.

***The City Commission must approve an award of a Contract to the successful Proposer and no rights or obligations begin under an award until the approval is secured and all parties have duly signed a Contract.***

Oral Presentation: Proposers who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the City Commission. This provides an opportunity for the offeror to clarify or elaborate on the proposal. Oral presentations are an option of the City and may or may not be required.

## Part 7      RFP Attachments

Attachment A – Existing Water Meter Sizes and Locations

Attachment B – Existing Water Tower Height Data

Attachment C – Proposed Project Cost Template

Attachment D – Technical Meter Data Sheet

Attachment E – AMI Technical Requirements

Attachment F – Hosting Questions

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**This concludes City of Fargo RFP23125 –Advanced Metering  
Infrastructure (AMI) Solution.**