



Settle down.

CITY OF GRAND FORKS

*Request for Expression of Interest
Pre-Qualification of Proponents*

Water Meter Supply and Installation

URBAN
systems

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Our File: 0788.0036.01
Date: January 2014

City of Grand Forks

**Request for Expression of Interest (RFEOI)
Pre-Qualification of Proponents**

Water Meter Supply and Installation

January 2014

The City of Grand Forks invites submissions for Expressions of Interest / Pre-Qualifications of Proponents for supply and installation of water meters.

This pre-qualification will be in effect until 2017 and the qualified proponents will be eligible to take part in request for proposals / tenders for water meter supply and installation carried out on or before December 2017.

The current City of Grand Forks bylaw only requires commercial and industrial properties to be metered. The City is proposing to expand its metering program to include universal metering of all residential properties. This will require the installation of approximately 2,000 water meters at existing private properties and new homes.

Interested firms must demonstrate their ability in achieving a high standard of quality in water meter supply and installation of similar nature, size, and complexity that City of Grand Forks' projects may contain.

A copy of the standard "City of Grand Forks Qualification Statement" form has been attached. All additional information and/or answers to questions will be posted on BC Bid and the City's website. All inquiries shall be directed to:

Thomas Simkins, EIT, Urban Systems Ltd.
Telephone: 250- 762-2517,
Email: tsimkins@urbansystems.ca

All proponent expression of interest statements and supporting documentation must be submitted in a sealed envelope, with "Request for Expression of Interest Pre-Qualification of Proponents Water Meter Program" prominently marked out the outside. Submissions are to be received at the office of:

Diane Henrich, Corporate Officer,
City of Grand Forks, BC
6641 Industrial Park Way
VOH 1H0

The RFEOI Pre-Qualification of Proponents closing time and date is **2:00 p.m. on Thursday January 30, 2014**. All submissions received in accordance with the foregoing will be reviewed, but the pre-qualification of proponents shall solely be at the discretion of the City of Grand Forks.

Sasha Bird, ASCT
Manager of Development and Engineering

CITY OF GRAND FORKS
INFORMATION ON EXPRESSION OF INTEREST /
PRE-QUALIFICATION OF PROPONENTS
WATER METER SUPPLY AND INSTALLATION

Introduction

The City of Grand Forks invites submissions for an Expression of Interest and Pre-Qualification of Proponents for water meter supply and installation. The City intends to install mandatory water meters at all existing residential properties. The works will generally include inspection of locations; supply and installation of water meters and ancillary components as required; modification of existing piping; and other works necessary to facilitate the meter installation, repair, or test. A general description of the works is provided below in the scope of work section; however, the complete scope of work will be defined in project specific documents.

Subsequent to this expression of interest process, proposals / tenders for specific metering projects may be called in from the qualified proponents. Qualified proponents will be eligible to take part in requests for proposals (RFPs), requests for quotations (RFQs) and / or tenders for water meter supply and installation projects carried out on or before December 2017. Proposals must comply in all respects with the *Community Charter and Local Government Act of British Columbia*, and other relevant legislation and codes.

Qualifications

Previous experience and references related to water meter installation will be the most important aspect of the pre-qualification evaluation. Proponents are expected to clearly demonstrate their experiences in water meter installation.

Proponents should have a track record of completing similar universal metering projects within the budget and time frame assigned. Sufficient references should be submitted for successful projects to substantiate the claim.

Proponents should possess trained and certified staff with sufficient experience to carry out the work as per the City's expectation.

Proponents should be a structured company with a stable financial track record and currently in good standing in the business community with respect to company financing, bonding and insurance.

Scope of Work

For every project the City, as part of the request for proposal or tender, will provide specific addresses for water meter installations, meter tests or meter maintenance. City of Grand Forks' typical water meter projects include but are not limited to:

(a) Universal Residential Metering

Water meters are to be supplied and installed at all existing residences. The proponent will be responsible for communicating and scheduling with home owners as well as maintaining individual property files such as sign off, pre and post construction photos and communications. This project involves installing approximately 2,000 small (19 mm (3/4")) water meters throughout the City. It is anticipated that the majority of residential meters will be inside installations (approximately 90% of installs) and that outside / pit installations will be minimal (approximately 10% of installs).

This project may also involve meter installations at new residential properties. New residential properties will be outside/pit meter installations.

The City is currently developing water meter specifications and standard detail drawings. Approved metering products are expected to include lead free, metallic, positive displacement meters supported by drive by radio read technology. Approved products and project specific requirements will be included in the request for proposal / tender.

Depending on the project, some or all tasks listed below will have to be carried out:

- Coordinating access with customers to facilitate meter repair, replacement, installation, testing, etc.
- Determining the installation requirements at each location based on existing piping, etc.
- Carrying out all necessary site preparations prior to and after the completion of work. These include repair of any damage(s) caused by the proponent during the execution of the work, including any landscaping to finish to its original state.
- Supplying pre-tested new water meters and other necessary materials of appropriate type and capacity according to the City water meter design criteria.
- Testing the completed installation for leakages and satisfactory operation.
- Carrying out all quality control and quality assurance work.
- Responding to customer concerns in a prompt and friendly manner and providing professional customer care.

For all water meter projects, the proponent is responsible for providing the City with detailed records of the work including customer contact information (when possible), construction reports with detailed

photos, meter testing reports, etc. Reporting requirements will be clearly outlined in project specific contract documents.

Evaluation Criteria

Proponents' Expression of Interest submissions will be evaluated on the following criteria:

Mandatory Criteria

Table 1.

No.	Criteria	Yes / No
1.	Submission of completed 'Expression of Interest' / 'Qualification Statement' before deadline	
2.	Possession of knowledge and previous experience in water meter installation	
3.	Proof of insurance	
4.	Proof of Bonding	

Notes on Mandatory Criteria:

1. Submission of completed 'Expression of Interest' / 'Qualification Statement' before deadline:
Expression of Interest / Pre-Qualification submissions must be completed in full and should be supported by necessary documentation. An incomplete statement and / or a statement submitted after the deadline will be rejected. Statements must be signed by an officer legally authorized to do so (authorization should be attached).
2. Possession of knowledge and previous experience in water meter supply and installation:
Proponents must have specific knowledge and experience in water meter installation projects to qualify under this mandatory criterion. As a minimum, Proponents must have experience on at least 3 metering projects of at least 2,000 meters. A project team, either existing or proposed to be formed, must provide sufficient and detailed information of the proposed team and working arrangements. Proponents who fail to provide adequate documentation to substantiate the claim of these arrangements will be considered as proponents not having the relevant experience. It is the proponent's responsibility to provide convincing evidence for such working arrangements and the City takes no responsibility to verify and / or establish such working arrangements, though the City has the right to do so on its own desire.

3. Proof of insurance:

Proponents must have insurance coverage that satisfies the requirements identified in Master Municipal Construction Document (MMCD) 2009 General Condition 24. This must be acknowledged in the proponent’s submission and evidence of such insurance will be required from qualified proponents at the RFP / tender stage.

4. Proof of bonding:

The Proponent shall provide the Owner with satisfactory evidence of their ability to be bonded based on the information and scope provided in this RFEOI Pre-Qualification of Proponents.

Evaluation Criteria

Table 2.

No.	Description	Points
1.	Experience in water meter supply and installation <ul style="list-style-type: none"> • Technical: Trouble shooting / Solution • Planning / Strategy / Implementation • Experience in similar projects / Liaison • Consumer relations experience • The nature, complexity and amounts of projects handled in the past 	45
2.	Past Performances <ul style="list-style-type: none"> • Successful completion of past projects on time and budget • Minimal claims and damages • High consumer satisfaction 	30
3.	Resource availability (experienced staff, sufficient financial stability / support, etc.) <ul style="list-style-type: none"> • Staff education and experience, staff availability for the project • Financial stability / standing / backing 	15
4.	Competitive edge of the company <ul style="list-style-type: none"> • Agreements for uninterrupted material supply • Manufacture of parts / material • Installation / construction support / working arrangements • Any other relevant advantages to the projects 	10
	Total	100

Notes on Evaluation criteria

1. Experience in water meter supply and installation:

The City will look at proponent’s experience in areas such as:

- (a) Technical ability to trouble shoot problems reported and provide technically appropriate and cost effective solutions.
- (b) Proponent's ability to plan, strategize and implement the proposed solutions in an effective and efficient manner.
- (c) Proponent's experience working in similar projects defined by the scope of work in terms of nature, size and complexity.
- (d) Proponent's experience in handling consumer relations with professional care.
- (e) The nature, complexity and volume of the projects handled by the proponent in the past.

The amount of experience possessed by the proponent will be evaluated based on the information provided under the 'Expression of Interest / Qualification Statement'. The City bears no responsibility to collect information on or verify the accuracy of the statements provided by the proponent. However, the City may choose to verify the information provided.

2. Past Performances:

In the City's evaluation they will consider the success of the past projects handled by the proponent – both for the City and other clients. Successful completion includes, but is not limited to, completion of the projects within the budget and time frames. The relationship maintained, professionalism shown, the strategies employed in handling both the project and issues would be some other areas of interest under this criterion. Other areas of evaluation will be reports of any claims or damages filed by the proponents against owners or vice-versa and report of any consumer complaints logged against the proponent. The City will consider such reports as unfavorable.

A key factor under this evaluation criterion is the proponent's demonstrated commitment to complete all aspects of the project to the owner's satisfaction. For example, a history or reputation of leaving challenging or problematic meter installations incomplete will be considered unfavorable.

3. Resource availability (experienced staff, sufficient financial stability / support, etc):

The availability of resources such as experienced and trained staff, financial funding / backup, etc. will be considered under this criterion. The City will be interested more in the resources the proponent intends to commit for the City projects rather than the proponent's total available resources. However, the City will consider the total available resources as an indication of the ability of the proponent to commit sufficient resources for City projects. Submissions must demonstrate that the proponent and its team have the financial capacity to fulfill their intended roles. The City has no predetermined format as to how the team wishes to demonstrate its financial capacity to undertake projects of this nature.

Qualified proponents will be required to identify key staff members and resources that will be committed to specific projects. This requirement will be included in the RFP / tender for each project.

4. Competitive edge of the company:

Under this criterion any tangible advantages to the City projects due to proponent's advantageous position in the areas of resources, materials, working arrangements, etc. will be considered favourable. For example, proponents manufacturing any required material or having forward integration with the suppliers may be in advantageous position in terms of securing better prices and / or continuity of the material supply. The City neither has nor restricts, through predetermination, venues for demonstrating competitive edge. It is the proponent's responsibility to establish the case as to how the competitive edge enjoyed by the proponent could yield benefit to City projects.

Submission Procedure

Each submission for expression of interest must include a completed form of the "City of Grand Forks Qualification Statement" and resumes of the senior personnel proposed for City projects. Pre-qualification submissions must be submitted in a sealed envelope, with "Request for Expression of Interest Pre-Qualification of Proponents Water Meter Program" prominently marked out the outside. Submissions are to be received at the office of:

Diane Henrich, Corporate Officer,
City of Grand Forks, BC
6641 Industrial Park Way
V0H 1H0

RFEOI Pre-Qualification of Proponents Closing Time: 2:00, PM local time
RFEOI Pre-Qualification Closing Date: January 30th, 2014

All submissions received in accordance with the foregoing will be reviewed, but the pre-qualification of proponents shall solely be at the discretion of the City of Grand Forks. The proponents submitting for the pre-qualification will be notified if they have qualified through this process.

The "City of Grand Forks Qualification Statement" may be supplemented by additional information as the proponent sees fit. The submission shall confirm financial, staff, material and equipment supply capabilities of the proponent. Adequate insurance as requested by the City in terms of the amount of coverage and in the format requested by the City is required for any City project. The submission shall sufficiently outline demonstrated expertise in the areas described in the foregoing scope of work completed with current and past project locations and complete references for those projects. The City reserves the right to review similar works completed by the proponent that may or may not appear in proponent's references.

NOTE: This form is available in electronic format. Contact Thomas Simkins at tsimkins@urbansystems.ca

PROJECT: Water Meter Supply and Installation

A completed Qualification Statement is required in advance of the Request for Proposals / Request for Quotations / Tenders in order to establish whether the company possesses the capacity, skill and integrity necessary for the faithful performance of the works.

A. COMPANY PROFILE

1. _____
(Full name of company)
2. _____
(Address)
3. Corporation _____ Partnership _____ Individual _____
4. If Corporation or Partnership, year incorporated / organized: _____
5. Names and addresses of President, Vice-President(s) / Partners:

6. Number of years the organization has been
in business as a Water Meter Contractor in Canada: _____; Other Country: _____
7. Approximate total volume of water meter installation work for the last five years:

20_____ \$ _____
20_____ \$ _____
20_____ \$ _____
20_____ \$ _____
20_____ \$ _____

8. List of related water meter supply and installation experience of the principal individuals in the proponent's organization:

<i>Individual's Name</i>	<i>Present Position</i>	<i>Years of Water Meter Installation Experience</i>	<i>Capacity</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

9. Financial References:

(a) Banking: _____

Contact: _____

Phone: _____

(b) Insurance: _____

Contact: _____

Phone: _____

Meets MMCD / City of Grand Forks Requirements: _____

(c) Surety: _____

Contact: _____

Phone: _____

Do you have sufficient bonding and insurance coverage to perform the work described in the invitation to pre-qualify with an estimated construction cost of \$1,200,000?

Yes ____ No ____

Provide name of bonding company: _____ Years with: _____

B. LIST OF PREVIOUS AND CURRENT CONTRACTS

- List of similar water meter supply and installation projects completed by your company in the past five years: (include all previous projects completed for the City of Grand Forks and note the City's project manager, if known).

Provide information in the following format. Use attached form in Appendix A.

Project Name	Meter Sizes Handled	Original Contract Value	Final Contract Value	Reason for Change in Value	Original (Intended) Completion Date	Final Completion Date	Reason for Change in Completion Date	Owner, Name & Contact Tel. No. of Reference
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

- List of similar water meter supply and installation projects presently underway by the company.

Provide information in the following format. Use attached form in Appendix B.

Project Name	Meter Sizes Handled	Original Contract Value	Current Contract Value	Reason for Change in Value	Original (Intended) Completion Date	Expected Completion Date	Reason for Delays, if any	Owner, Name & Contact Tel. No. of Reference
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____

- List below all damages claimed by the owner from your company and vice versa on the projects mentioned in 1 and 2 above. Also mention the total number of complaints made against your company by consumers or third party, if any (use additional sheets if required).

C. COMPETITIVE ADVANTAGES OF THE COMPANY

The proponent shall list any competitive advantages enjoyed by the company in the areas of material supply, construction collaboration in water meter supply installation or any other areas that could be considered favorable to the project. For example, the company may produce full or part of its own material requirements or may have existing agreements / collaborations with other companies for construction (installation)support.

D. CASES OF TROUBLESHOOTING EXPERIENCE

Provide any cases(s) / reference(s) to demonstrate your ability to provide cost-effective solutions through proper trouble shooting based on reported problems (use additional sheets if required).

E. STRATEGIC IMPLEMENTATION EXPERIENCE

Indicate effective strategies employed in your past on related projects to effectively and efficiently manage project implementation (use additional sheets if required).

F. CUSTOMER SERVICE EXPERIENCE

Provide details of resources and systems employed and managed in dealing with the customers during project period(s).

G. AREA OF EXPERIENCE

Provide indication of your company experience in one or more of the following areas.
Attach separate sheets in case of providing more information:

	<i>Possess Experience</i>		<i>Meter Sizes</i>	<i>Years of</i>
	<i>YES</i>	<i>NO</i>	<i>Handled</i>	<i>Experience</i>
(a) Universal Metering Programs	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(b) Inside Meter Installations	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____
(c) Outside Meter Installations	<input type="checkbox"/>	<input type="checkbox"/>	_____	_____

H. PROPOSED PROJECT TEAM

1. Proposed Project Team (attach resumes):

<i>Position</i>	<i>Name of Individual</i>	<i>Years of Water Meter Installation Experience</i>	<i>Years With Company</i>
Project Manager	_____	_____	_____
Superintendent	_____	_____	_____
Other Key Supervisors	_____	_____	_____
	_____	_____	_____
	_____	_____	_____

2. List of Sub-Contractors / Suppliers:

<i>Sub-Trade</i>	<i>Name of Sub-Contractor/Supplier</i>	<i>Address of Sub-Contractor/Supplier</i>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

3. Additional Data:

I. REFERENCES:

The proponent shall list references, which have been involved with the proponent on similar water meter supply and installation projects or are familiar with the proponent's water meter supply and installation experience. Under 'Remarks' column, indicate if the experience is related to "large scale" water meter projects.

<i>Name</i>	<i>Address</i>	<i>Phone No.</i>	<i>Remarks</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

The answers to the foregoing questions and all statements therein contained are true and correct.

_____ this _____ day of _____, 20____.
Name of Company

Signing Officer, Position

Witness

