

2016 Meter Replacement Contract

Christine Martinez

Manager – Customer Service Field Operations

Philip Campos

Director – Contracting

April 12, 2016

Pre-submittal Conference



Pre-submittal Conference Agenda

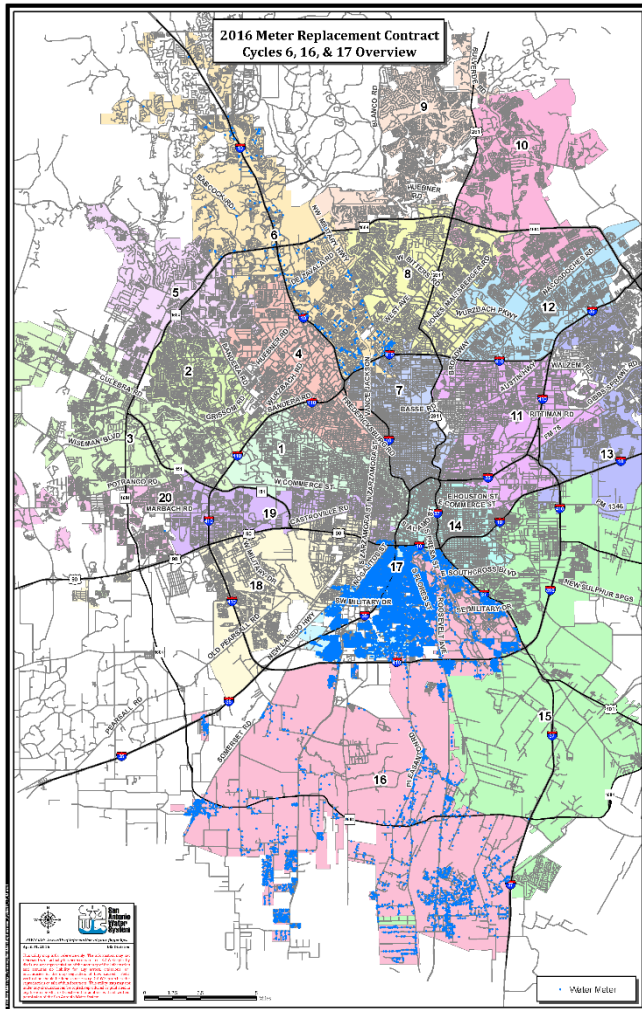
- Scope of Work
- Customer Coordination
- Data Management Requirements
- Warranty
- Customer Claims
- Special Circumstances
- Submittal Information
- Key Dates

Contract Background

Project Objective: Select an Installation Vendor to replace up to 30,000 meters, up to 10,000 meter boxes, and up to 375 curb stop valves.

- 1-year duration
- Meters, meter boxes, curb stop valves, and yokes to be provided by SAWS
- Price Proposal is divided into two distinct groups – Specified Work Locations and Unspecified Work Locations

Meter Reset Locations

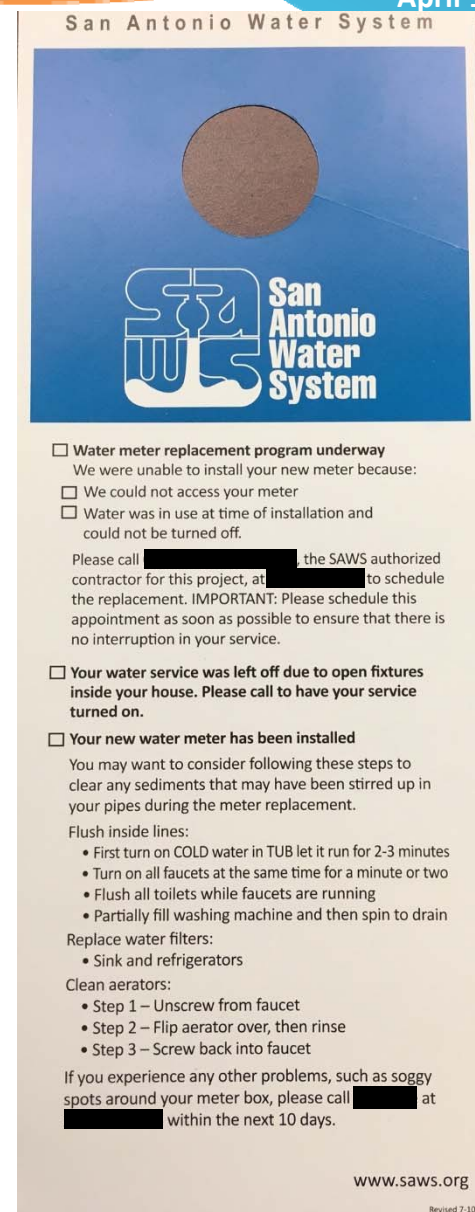


- Specified work locations in blue
- Unspecified locations may be across all cycles

Description	5/8"	3/4"	1"	1.5"
Cycle 6	6065	1510	752	335
Cycle 16	6826	120	247	174
Cycle 17	6304	102	98	65
Specified	19195	1732	1097	574
Backlog	4400	370	150	80
Water Resources		333	1401	734
Unspecified	4400	703	1551	814

Customer Coordination

- Work hours to be from 8 AM to 5 PM, Monday to Friday, unless otherwise directed by SAWS
- SAWS to send letters to customers in advance of meter replacement work
- Installation Vendor to leave door hanger after meter replacement is complete
- Courteous and professional communication expected



Data Management

SAWS Data

- SAWS to provide Excel file with information on meters to be replaced
 - Anticipated file delivery schedule is quarterly

From host field	Maps to field	Length	Start index	End Index	Alignment	Format	Required	Pad with
DATE-SENT	UtilityDateSent	8	0	0	Left	yyyyMMdd	Unchecked	
CSS-ACCOUNT-NUMBER	CustomerAccountNumber	14	0	0	Left		Checked	
BILL-CYCLE	MeterBillingCycle	5	0	0	Left		Unchecked	
METER-ROUTE.	MeterRoute	15	0	0	Left		Unchecked	
TAPNO	MeterBase	19	0	0	Left		Checked	
StreetNumber	CustomerStreetNumber	13	0	0	Left		Checked	
StreetName	CustomerStreetAddress	30	0	0	Left		Checked	
StreetDirection	CustomerStreetDirection	10	0	0	Left		Unchecked	
ADDRESS-MODIFIER	CustomerAddress2	20	0	0	Left		Unchecked	
SERVICE-CITY	CustomerCity	20	0	0	Left		Unchecked	
SERVICE-STATE	CustomerState	2	0	0	Left		Unchecked	
SERVICE-ZIP	CustomerZip	9	0	0	Left		Unchecked	
CUSTOMER-NAME	CustomerName1	28	0	0	Left		Unchecked	
PREMISE-TYPE	PremiseResidentType	12	0	0	Left		Unchecked	
CUSTOMER-HOME-PHONE	CustomerPhone	10	0	0	Left		Unchecked	
ALTERNATE-NAME	MailerAddress1	35	0	0	Left		Unchecked	
MAILING-ADDRESS	MailerAddress2	35	0	0	Left		Unchecked	
MAILING-CITY	MailerCity	18	0	0	Left		Unchecked	
MAILING-ZIP	MailerZip	9	0	0	Left		Unchecked	
METER-SERIAL-NO	MeterID	11	0	0	Left		Checked	
METER-STATUS	MeterStatus	1	0	0	Left		Unchecked	
METER-READ-FREQ	MeterReadFrequency	1	0	0	Left		Unchecked	
LAST-VALID-READ	MeterReadLastActual	10	0	0	Left		Unchecked	
MeterReadSource	MeterReadSource	5	0	0	Left		Unchecked	
LAST-VALID-READ-DATE	MeterReadLastActualDate	8	0	0	Left	yyyyMMdd	Unchecked	
PrevReadHigh	PrevReadHigh	1	0	0	Left		Unchecked	
PrevReadLow	PrevReadLow	1	0	0	Left		Unchecked	
METER-NUM-DIALS	MeterNumDials	1	0	0	Left		Unchecked	
InstallerInstructions	MeterReadInstructions2	1	0	0	Left		Unchecked	
METER-READ-INST1	MeterReadInstructions1	1	0	0	Left		Unchecked	
METER-LOCATION	UtilityMeterLocation	1	0	0	Left		Unchecked	
LIFESUPPORT-METER	MeterLifeSupportFlag	1	0	0	Left		Unchecked	
METER-INSTALL-DATE	MeterInstallDate	8	0	0	Left	yyyyMMdd	Unchecked	
METER-MANUF	MeterManufacturer	2	0	0	Left		Unchecked	
MeterModel	MeterModel	10	0	0	Left		Unchecked	
UtilityMeterSize	UtilityMeterSize	10	0	0	Left		Unchecked	
MeterRetentionFlag	MeterRetentionFlag	1	0	0	Left		Unchecked	

Data Management

Installation Vendor Data

- Installation Vendor's tracking system must include:
 - Street addresses (if not consistent with database)
 - Installation and removal date and time;
 - Sizes, types, model numbers and serial numbers of meters removed and of new meters installed
 - Condition and material of existing service
 - Service type (if inconsistent with SAWS)
 - Latitude and longitude of customer address
 - Date and timestamped pictures

Data Management

Installation Vendor Data

- Installation Vendor to submit data daily in the following format:

Field Name	Description	Length	Type
SL_UNITID	Service Line ID	6	Character
WO_DATETIME	Date Performed	8	Date
OLD_METER_ID	Expected Meter ID	8	Character
FOUND_METER_ID	Actual Meter ID	8	Character
OLD_METER_READ	Meter Read	Float	
NEW_METER_ID	New Meter ID	8	Character
NEW_METER_READ	New Meter Read	Float	
COMMENTS	Comment Field	250 max	Character
X_COORDINATE	GIS X Coordinate	Float	
Y_COORDINATE	GIS Y Coordinate	Float	

Data Management

Pictures of Each Meter Replacement



Existing Site Condition



Existing Meter



New Meter

Warranty / Customer Claims

- Warrant each replacement to be free of leaks for a period of 30 days
- Installation Vendor will assume responsibility for customer claims related to meter installation

Special Circumstances

Replace Meter Box



Special Circumstances

Raise to Grade Using Yoke



Submittal Information

ENVELOPE 1 (sealed envelope or box)

- Signed Price Proposal/Acknowledgement of Addendums
(Do not include this Price Proposal within the 7 required copies)
- Signed Proposal Certification Page (PC-1)
- Bid Bond/Cashier's Check

ENVELOPE (OR BOX) 2 ORIGINAL PROPOSAL

- Proposal Checklist
- One (1) CD of Original Proposal Packet *(excluding the Price Proposal)*
- Statement on President's Executive Orders – Page IR 7
- Good Faith Effort Plan
- Conflict of Interest Questionnaire – Form CIQ *(Rev. 11/30/2015)*
- W-9
- Proof of Insurability (Letter from Insurer or Sample Certificate of Insurance)
- Respondent Questionnaire
- Background, Experience, and Qualifications narrative
- Project Approach, Training, and Quality Control narrative

PROPOSAL PACKET COPIES -7

(Separate sealed envelope or box for all 7 copies)

- Proposal Checklist
- Respondent Questionnaire
- Background, Experience, and Qualifications narrative
- Project Approach, Training, and Quality Control narrative

Scoring Criteria

Proposal Section	Max. Points
Background, Experience and Qualifications	15
Project Approach, Training and Quality Control	25
Price	50
SMWB – Good Faith Effort Plan	10
TOTAL	100

Scoring Criteria

Background, Experience and Qualifications (15 Points)

- Company background and organizational structure
- Project Team roles and responsibilities
- Subcontractor roles, responsibilities & background
- Experience working in high density, safety sensitive areas
- List of current and recently completed water meter replacement projects

Scoring Criteria

Project Approach, Training and Quality Control (25 Points)

- Project management
- Personnel roles, responsibilities & timeframe
- Policies & procedures for handling customer complaints
- Meter installation and safety training
- Tracking / safeguarding of new meters provided by SAWS and scrap metal recovered
- Quality assurance
- Data management

Scoring Criteria

SMWB – Good Faith Effort Plan (10 Points)

- Provide ALL sub-contractors on team
- Provide the work to be performed by sub-contractor
- Must identify the % participation related to the overall program
- Complete **Section C** only if goal is not met
- All respondents must sign the Affirmation statement

SMWB Questions

- Potential SMWB sub-contractor listings available
- Forward SMWB questions until the proposal deadline directly to:

Marisol V. Robles

SMWB Program Manager

210-233-3420

marisol.robles@saws.org

Key Dates

- Submit all questions in **writing** by April 18, 2016 no later than 4:00 PM CST to:

Philip Campos

Director of Contracting

San Antonio Water System

2800 U.S. Hwy 281 North, Suite 171

San Antonio, TX 78212

E-mail: philip.campos@saws.org

Phone: 210-233-3871

- Q&A Posted to SAWS website April 21, 2016 by 4:00 PM
- RFCSP responses due by April 28, 2016 no later than 10:00 AM
- Follow the specific delivery instructions

Reminders

- Page Limit: 30 pages per proposal
- Proposals Due: April 28, 2016 no later than 10:00 AM CST
- Delivery: 2800 U.S. Hwy 281 North, Suite 171 (Tower 2)

Questions

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