



CITY COUNCIL MEMORANDUM

FROM: The Office of the City Manager **DATE:** November 13, 2023
SUBJECT: Award RFP 23-024 and Authorize the City Manager to execute a construction agreement with Vanguard Utility Service, Inc., to perform city-wide water meter installation services in an amount not to exceed \$1,741,989.29.
PRESENTER: Boe Blankenship, Assistant Director of Public Works Operations

SUMMARY:

City Council is being asked to consider a contract with Vanguard Utility Service, Inc., as part of the Cellular Meter Reading Project (UT2304) in an amount not to exceed \$1,741,989.29.

GENERAL DESCRIPTION:

At the February 27, 2023 City Council Meeting, the Council approved a purchase agreement with Badger Meter Incorporated and Atlas Utility Supply to purchase water meters and water metering equipment as part of the Cellular Meter Reading Project (UT2304). This contract is for the installation of the equipment which is now on hand in sufficient inventory.

The city currently provides service to approximately 23,000 water connections. This project will touch nearly every one of the connections throughout the city with one of the various deliverables of this proposal, which are as follows:

- Installation of over 22,000 water meters, encoders, and cellular endpoints varying in sizes from ¾" to 2" diameter;
- Nearly 800 1.5" and 2" Meter chambers, encoders, and cellular endpoints;
- Over 1,000 encoder and cellular endpoint installations;
- Identification of 13,000 water service lines as part of the Environmental Protection Agency's directive to inventory city and customer water service line material.

We anticipate work will begin in January 2024 and the project is expected to take 15 months to complete. Customer outreach through our Utility Billing and Communications Department in conjunction with social media will be utilized to help inform residents of the process. In addition to city efforts, the contractor will be required to distribute door hangers at least 24 hours in advance of any planned water service interruptions.

Proposals were accepted from August 4 through September 22, with an in-person and virtual pre-bid meeting held simultaneously on August 16. We received over 60 questions about the project from vendors located throughout the nation. Six sealed competitive proposals were received from professional meter installation companies. A selection



committee with employees from Neighborhood Services, Finance and Public Works evaluated the proposals based on criteria, including unit cost of work, comparable experience, quality of references, financial stability, the percentage of self-performing tasks, and team structure/work approach/delivery schedule.

The committee unanimously chose Vanguard Utility Service, Inc., based on the advertised criteria and their providing the best overall value for the city. Over the past 21 years Vanguard Utility Service, Inc., has installed over 8 million meters and endpoints on projects as small as 100 and as large as 100,000. They have proven expertise in the meter industry and project management experience with projects of this size and larger making them more than qualified to complete this project.

Funding for this project was included in the FY 2023/2024 Adopted Budget and can be found within UT2304.

RECOMMENDATION:

Award RFP 23-024 and Authorize the City Manager to execute a construction agreement with Vanguard Utility Service, Inc., to perform city-wide water meter installation services in an amount not to exceed \$1,741,989.29.