



**Request for Proposal
#24-38**

Water Meter & Meter Interface Unit (MIU) Changeout Program

ADDENDUM No. 2

October 16, 2024

Any and all changes to the Request for Proposal are valid only if they are included by written addendum to all potential respondents, which will be emailed prior to the proposal due date to all who are known to have received a complete Request for Proposal. Each respondent must acknowledge receipt of any addenda by indicating in its submission. Each respondent, by acknowledging receipt of addenda, is responsible for the contents of the addenda and any changes to the bid therein. Failure to acknowledge receipt of addenda may cause the submission to be rejected. If any language or figures contained in this addendum are in conflict with the original document, this addendum shall prevail.

This addendum consists of the following:

1. Addendum No.2 is attached and consists of a total of eight (8) pages including this cover sheet.

Please contact me at 847-866-2910 or lithomas@cityofevanston.org with any further questions or comments.

Sincerely,

Linda Thomas
Purchasing Specialist



**Request for Proposal
#24-38**

Water Meter & Meter Interface Unit (MIU) Changeout Program

ADDENDUM No. 2

October 16, 2024

This addendum forms a part of the Documents for RFP #24-38 and modifies these documents. This addendum consists of the following:

- 1. Question:** Are the meters for the City in Cubic Feet or Gallons?
Answer: Cubic Feet.
- 2. Question:** For the 1 ½” and 2” meters, are the current meters flanged or threaded?
Answer: Flanged.
- 3. Question:** The “Price/Costs Form” with the RFP document is truncated whereby there is no place to insert unit or extended prices. Will a complete form be provided via Addendum, or shall the Contractor(s) produce a new pricing sheet?
Answer: Below is the updated price/cost form.



Part 1 Meters/Strainers

Meters/Strainers	Quantity	Unit Price	Extended Price
5/8" X 5/8" Water Meter (analog register)	441		
3/4" x 3/4" Water Meters (analog register)	189		
1" x 1" Water Meter (analog register)	173		
1 1/2" X 1 1/2 " Water Meter (digital register)	45		
2" Disc Water Meter (digital register)	89		
2" Mag Water Meter (currently Turbine) (digital register)	3		
Total Water Meters	940		
Neptune R900 MIU for above meters	940		
Waterproof MIU City of Evanston Stickers	940		
2" plate strainer or spool for Turbine to Mag	3		

Part 2 MIU Only

MIU	Quantity	Unit Price	Extended Price
Neptune R900 MIU to replace existing R450 MIU	13,000		



Part 3 MIU Installation, water service Identification, cross connection survey

MIU Installation	Quantity	Unit Price	Extended Price
Meter & MIU Installation 5/8, *water service identification & basic cross connection control survey report	441		
Meter & MIU Installation 3/4, *water service identification & basic cross connection control survey report	189		
Meter & MIU Installation 1, *water service identification & basic cross connection control survey report	173		
Meter & MIU Installation 1 1/2, *water service identification & basic cross connection control survey report	45		
Meter & MIU Installation 2 *water service identification & basic cross connection control survey report	92		
Neptune R900 MIU Installation only to existing water meter, water service identification & basic cross connection control survey report	13,000		
Waterproof MIU City of Evanston Stickers	13,000		



*** Meter installation includes new wiring, water service line identification and basic cross connection control survey report completion and submission to the City of Evanston.**

New installed MIU require a waterproof identifying label (see example)

***Current Utility Billing/CIS provider is True Point**

Current customer and payment portal is VXSmart (WaterSmart) and Invoice Cloud

Note: All water meters and encoders must be compatible with the Neptune R900 AMI MIU and certified by Neptune.

Total Proposal Cost	
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4. Question: Will any of the existing water meters to have a MIU installed require any kind of register reprogramming for the R900 device to be connected?

Answer: Yes

5. Question: The Exhibit Q, Proposal Bond form, does not show or list the percentage (i.e., 5% / 10%) of the Proposal Bond. Can you please advise what that value is?

Answer: The Bid Bond equals 5% of the contract.

6. Question: Of the @ 13,000 existing meters to simply have the new MIU installed, how many of these are commercial accounts or for meters 1 ½" and larger?

Answer: Number of commercial- 97 water meters

7. Question: The RFP indicates that payment will only be made for "successful completion of the water meter installation." It also states, "The Contractor will not replace the meter at any location that is served by a lead or galvanized water service pipe." Whereby the Contractor will have gone to considerable expense at this time, and is expected to gather all the City needed information, how is the Contractor to be compensated for their time?

Answer: The locations where the meter replacements are being installed should be copper only locations. But if the location turns out to be lead or galvanized the MIU will still have to be exchanged as well as gathering other survey information included in the scope of work. Contractor should factor compensation in their submitted pricing.



8. Question: The RFP indicates the “Existing water meters...are not guaranteed to be installed to Code..”, and also states, “..all new water meter installations shall be in accordance with the meter installation by City Ordinance (Code)”. Lastly, “The City shall not provide ancillary parts for this project such as replacement valves, expansion connectors, etc.” It appears the expectation is for the Contractor to make any needed corrections to make the meter setting Code compliant, but this may require valves, expansion connectors, or other plumbing parts to complete. How will the Contractor be compensated for parts they are to provide?

Answer: The RFP states that if the meter is not up to code and cannot feasibly be properly installed by the contractor, the contractor should contact the Water Production Bureau immediately. The Contractor should factor compensation in their submitted pricing.

9. Question: The RFP indicates the City will “not supply” the Contractor with warehouse space. Does this indicate the Contractor needs their own location for meters and MIUs being shipped to the Project area?

Answer: Yes

10. Question: Good morning. I wanted to ask if a bid bond is required for the City of Evanston’s RFP 24-38 water meter replacement project. I did not see any language requiring one. Will you please confirm if a bid bond will be required or not?

Answer: The Bid Bond equals 5% of the contract.

11. Revised 2.2.1 General

2.2.1 General

Refer to the meter inventory included above on the revised Price/Cost form for a total count of meters. Include Meters/strainers, Installation and Total Base Proposal Cost.

The old meter and/or old MIU shall become the property of the contractor. The unit price for the meters and/or MIU should reflect any salvage value for the old meters and old MIU.

The installation shall require the installer to test the new equipment to make sure it is functioning properly. The



installer will be sure that there are no leaks at the site that are related to the installation. New wire from the new R900 remote MIU outside directly to the inside water meter. Wire splicing should be avoided unless otherwise approved. New install MIU's need to be activated and City identifying waterproof label affixed. See sample label.

Any non-standard installation, including missing or tampered meter, or flagrant code violations observed by the installers is to be reported to the City immediately.

Proposer shall conduct installations by section, or group of sections. Section groups should be based on geographic proximity and logistics, and neighborhoods determined by the City in discussion with the Proposer.

The City retains the right to prioritize neighborhoods, or to reorganize priorities, both before the program begins, and during the program. Unless approved in writing by the City, the Proposer shall complete at least 90 percent of the installations in one section or group of sections before commencing installation on the next route. Exceptions to the requirement to complete an installation may be granted by the City.

The City shall not supply the contractor with any type of safe and secure office and or warehouse space.



** Sample of MIU with City identifying label



Neptune R900

Add waterproof label to outside of new MIU

Note: Acknowledgment of this Addendum is required in the Submittal.