CITY OF MARSHALL

COMMISSION AGENDA INFORMATION SHEET:

MEETING DATE: April 14, 2016

PROJECT: Consider approval to authorize City Staff to negotiate an Engineering Services Contract for engineering and services related to specifying, purchasing, and installing new advanced water meters and reading system. (Public Services Director)

DESCRIPTION: On March 28, 2016 we opened Request for Qualifications (RFQs) for firms to assist the City of Marshall in the evaluation, engineering, and procurement process to convert our current manual read water meters to an Advance Meter Infrastructure (AMI) system. An AMI meter and reading system will use fixed antennas to read our approximately 9,350 active water meters, at the flip of a switch. We received four (4) qualified responses to our RFQ advertisement:

- Hayes Engineering of Longview, Texas
- KSA Engineering of Longview, Texas
- OpTerra Energy Services of Sugarland, Texas
- Schaumburg & Polk, Inc. of Tyler, Texas

A RFQ review Committee made up of the following, met on April 5, 2016, to evaluate the RFQs; Lisa Agnor, City Manager, J.C. Hughes, Public Services Director, Jack Redmond, Support Services Director, and Yvette Graham, Water Billing Manager.

The scope of services in the RFQ, as previously shared with the City Commission, include:

- Assist the City in evaluation of the best overall meter and reading system options for our utilities operations.
- Collection of water utility financial data and operational costs.
- Evaluate the economics of the cost/benefit of installing new water meters and an AMI fixed base operating system.
  - ✓ Perform reading sample test on 200 existing various meter locations to evaluate reading efficiency of existing meters
  - ✓ Evaluate current water meter system's non-read loss data.

- ✓ Evaluate how current operations will change.
- ✓ Compare current meter reading costs, versus future AMI operating costs.

- Prepare a written report documenting the findings of the study to City Staff and Commission.
- Develop a RFP packet and bidders list and assist the City in soliciting competitive proposals.
- Assist in evaluation of RFPs received for an AMI water meter and reading system and present evaluation to the City Staff and Commission.
- Provide construction oversight of meter and equipment installations and any software requirements and integration with existing water billing and city financial operational software.
  - ✓ GPS location of each new meter installation.
  - ✓ Picture of installed meter and location.
- Assist with education of City staff and the public.

All four firms provided detailed response packets, but one engineering firm references a very high level of working experience, specifically with AMI systems versus AMR systems (Automatic Meter Reading system – a vehicle drive by reading system); the RFQ Review Committee was unanimous in its recommendation to negotiate with KSA Engineering of Longview, Texas.

We are required by State Purchasing Regulations to utilize a RFQ process when selecting an engineering firm and selection cannot be based on price. The RFQ process requires an evaluation and a negotiated contract and cost with a recommended engineering provider.

If approval to negotiate is granted by the City Commission, we will negotiate services pricing and come back to the City Commission for final contract approval.

COST:
N/A – RFQ process at this point; requires negotiation with a selected firm.

FUNDING:	**Acct. Name & No**	**Original Budget**	**As Bid**
N/A – RFQ process at this point			

RECOMMENDED ACTION:
Approval to authorize City Staff to negotiate an Engineering Services Contract for engineering and services related to specifying, purchasing, and installing new advanced water meters and reading system with KSA Engineering of Longview, Texas. (Public Services Director)

CITY CONTACT: J. C. Hughes, Public Services Director 903-503-4503

ATTACHMENTS:
N/A

cc: Lisa Agnor, City Manager
Jack Redmon, Support Services Director
Yvette Graham, Water Billing Manager