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TOWN OF JEROME, ARIZONA

POST OFFICE BOX 335, JEROME, ARIZONA, 86331
(928) 634-7943

REQUEST FOR PROPOSAL FOR ADVANCED METERING INFRASTRUCTURE SYSTEM PROJECT NO.

**Submission Deadline: WEDNESDAY, NOVEMBER 5, 2025
No later than 12:00 PM – Arizona Time**

**Town of Jerome
Attn: Town Clerk
PO Box 335
600 Clark St.
Jerome, AZ 86331**

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NOTICE TO RESPONDENTS

REQUIRED PROPOSAL PACKAGE FORMS

THE FOLLOWING ITEMS MUST BE COMPLETED AND SUBMITTED WITH THIS COMPLETE AND INTACT PROPOSAL PACKAGE FOR A PROPOSAL TO BE CONSIDERED RESPONSIVE. ANY AND ALL DEFICIENCIES OF ITEMS LISTED BELOW WILL BE CONSIDERED AN ADEQUATE REASON TO REJECT THE PROPOSAL IN ITS ENTIRETY.

- Complete Proposal Package
- Acknowledgement of Addenda
- Executed Proposal Documents
 - Proposal
 - Fee Proposal
 - Non-Collusion Certificate
 - Certificate of Ownership
 - Respondent Qualifications, Representations, and Warranties
- Signatures, Seals, & Notaries (wherever necessary)

This information is provided for your use in preparing all documents as required for a complete proposal. Please double-check all requirements. If you have any questions regarding what is required with a submittal, please call and ask.

REQUEST FOR PROPOSAL

Town of Jerome Advanced Metering Infrastructure System

Notice is hereby given that the Town of Jerome, Arizona, is requesting proposals from qualified person(s) or vendors (collectively, “respondents”) to replace the Town’s outdated water meters with an advanced metering infrastructure (AMI) system.

The Town of Jerome intends to implement a water meter replacement program and system-wide conversion of the Town’s current water meters to an AMI. Existing meters will be replaced with equivalent-sized AMI meters that can capture and transmit water meter data to centralized software to streamline operations, improve subsequent billing processes, and enhance customer satisfaction.

The scope of work for this project includes, but is not limited to, providing the following:

- Water meters.
- RF-enabled (radio frequency) endpoints.
- Network software and infrastructure, including base stations and repeaters, where necessary and applicable.
- Software and equipment training.

The procurement time to complete the project is 180 calendar days from the date of the Notice to Proceed.

The Town of Jerome will receive and accept proposals until 12:00 p.m. On November 5, 2025, at Jerome Town Hall, 600 Clark St, Jerome, Arizona 86331. Proposals received after that time will not be accepted. The Town of Jerome reserves the right to reject any or all proposals and to award all or part of the proposal. Nevertheless, except when rejections of proposals are required by law, the Town reserves the right to waive any informality of the proposal. The Town intends to award the contract contemplated in this RFP to the responsible and responsive respondent whose proposal is determined, in writing, to be the most advantageous to the Town and best meets the overall needs of the Town, taking into consideration the evaluation criteria set forth in this RFP.

Brett Klein
Town Manager/Town Clerk

Posting Date:

Publishing Dates:

GENERAL PROJECT INFORMATION

The Town of Jerome is located on the side of Cleopatra Hill in the Black Hills of Arizona. The Town is the sole provider of metered water services within Town limits, as well as specific locations outside of Town limits. The Town, which has stretches of exposed water utility lines, experiences “four seasons,” with some nights reaching freezing or below-freezing temperatures, typically from December to March.

The Town’s existing water meter system comprises a variety of meter sizes (5/8" to 4"), some of which are more than 20 years old, to serve the community’s roughly 450 residents and many tourists. Current metering practices include public works employees manually reading all meters, then supplying the reads to the finance department, which uploads and checks all information before running monthly statements.

Project Description

The Town of Jerome hereby requests proposals from experienced individuals or companies capable of implementing a system-wide conversion to an advanced metering infrastructure (AMI) system, comprising 332 new equivalent-sized AMI meters. The project will involve replacing all existing meters; however, it’s anticipated that the Town Council may allow users to opt out at their request. Therefore, it is preferable for proposed AMI systems to be compatible with the Town’s current Sensus meters. Installation guidelines will be provided by the awarded supplier to the installation company. The Town anticipates that this project will move forward as quickly as possible, with all meters to be installed within six months. Each respondent is requested to provide as much relevant information as possible within the scope of this RFP, including but not limited to the respondent’s capabilities with respect to project management, the products and components proposed, service, maintenance, warranties, and post-installation support and service.

The purpose of this RFP is to invite cost proposals for services related to implementing a fixed-base AMI system and its management and maintenance as described in this RFP.

The Town of Jerome wishes to procure an AMI system that:

1. Provides integrated time interval data daily.
2. Replaces existing water meters (a majority are in utility easements or Town rights-of-way) and increases the accuracy of the reads associated with the system through the use of modern technology-based products.
3. Increases the efficiency of the water system, lowers operating costs, and enhances customer service.
4. Provides water meter reading redundancy.
5. Provides an option that enables the meters to be read using a drive-by method, utilizing a mobile reading device capable of reading the same transmitter as the fixed base transmitter, or some other method that equals or exceeds those described.
6. Provides that while in fixed base mode, the system has two-way communication capability, which allows the system to poll the transmitter at each meter location for a current read, and which also allows for upgrades of the fixed base transmitter firmware to incorporate technological advances and/or as deemed useful and necessary by the Town of Jerome.

7. Provides real-time meter leak detection on the distribution and customer sides of the meter.
8. Provides component pricing and after-sales service costs following project completion. Includes warranty information and system specifications.
9. Provides a system backhaul that interfaces with radio or cellular components, as fiber is not available.
10. Interfaces with the Town's billing software, Caselle.

Include any specifications and pricing pertaining to any additional costs, regardless of payment cycle, monthly, quarterly, annually, or otherwise, over and above the costs of installation.

Proposal Guidelines:

As part of this RFP, each respondent shall submit pricing for the water meters, necessary components for operation, software and hardware, battery life and replacement specifications, if boosters/repeaters would be needed, a minimum and maximum price for every meter type listed, the maximum escalation for the percentage of increase after the first five years, and training. Thereafter, if the Town of Jerome determines to proceed with selecting a respondent, the Town and the selected respondent shall enter into negotiations for a final contract; the terms of which shall be generally consistent with this RFP. In conjunction with any contract which may be awarded in this process, the Town of Jerome will reach an agreement on provisions for securing the metering system.

The Town of Jerome is looking for longevity from this project. It is expected that the new system will have a 20-year lifespan, with warranties to ensure product life begins at the time of installation of the unit. Battery life, as well as instructions for replacing batteries in the system, must be specified in the proposal, along with the associated price. All meter sizes must be compatible with our current system, which will be provided. The system must also allow for the future development and growth of the Town. Any upgrades/changes to the system and/or meters must be agreed to in writing by the Town Manager before proceeding.

Smart Utility Network Respondent References

Respondents must provide three references for utility systems with sizes (or larger), customer counts, and service areas (i.e., weather/location) similar to those of Jerome that are successfully using the proposed system version. Respondent must demonstrate a minimum of five years of experience in the field.

Project Objectives – Short Term

The Town of Jerome wishes to acquire and implement an AMI system to satisfy the needs of the community. The following are short-term goals for Jerome:

- Reduce water loss.
- Improve water conservation/water accountability.
- Replace all meters in the system with an AMI system.
- Reduce the current labor required by the Public Works and Utility departments in completing monthly billing.
- Improve customer service.
- Install all system components within six months.
- A system that supports direct communication to meters in the field.

Project Objectives – Long Term

Future objectives are as follows:

- Reduction in time spent reading meters to allow more time for infrastructure projects.
- Improve response times to potential problems.
- Asset management.
- Availability of information for emergency preparedness.
- Real-time leak detection.

Proprietary Information

All materials submitted in response to this solicitation, including samples, shall become the property of the Town and are therefore subject to public release, upon request. Respondents shall clearly mark any proprietary information contained in their submittal with the words “Proprietary Information.” Respondents shall not mark any Solicitation Form as proprietary. Marking all or nearly all of a submittal as proprietary may result in rejection of the submittal.

Respondents should be aware that the Town is required by law to make its records available for public inspection. All respondents, by submission of material marked proprietary, acknowledge and agree that the Town will have no obligation to advocate for nondisclosure in any form, nor will the Town assume any liability to the respondents in the event that the Town must legally disclose these materials.

Minimum Qualifications

Respondents shall possess the qualifications and Arizona licenses as required by law, in addition to having extensive knowledge, expertise, and experience for the products they are recommending. Selected respondents will be required to supply, execute, and meet the terms of a standard General Services Contract, including insurance requirements, in a form acceptable to the Town Attorney. Approval of the Town Council will be required for the award of a contract. A sample agreement has not been provided with this request; however, respondents are encouraged to include a sample agreement with their proposal package, if available.

Proposal Submittal Delivery

Submit proposals to: Town of Jerome
Attn: Brett Klein, Town Clerk
PO Box 335
Jerome, AZ 86331
928-634-7943

Proposals may also be sent to the following email: b.klein@jerome.az.gov

Proposals may be hand-delivered, but must be received by 12:00 p.m. on November 5, 2025, at 600 Clark St., Jerome, AZ 86331, and **must** specify attention to Brett Klein, Town Clerk.

EVALUATION CRITERIA

The Town reserves the right to and will likely reject any proposals that do NOT meet the minimum criteria described in this RFP. For proposals meeting or exceeding the minimum criteria, the Town will review each proposal based on the criteria shown below. The Town intends to select the most highly qualified respondent based on demonstrated competence and qualifications to negotiate a contract.

A. General Information

- a. Brief overview of the respondent and legal organization of the company.
- b. Submission requirements met.
- c. SAM.gov Unique Entity ID number (UEI) as required by grant funding.
- d. Description of at least three but no more than five similar projects in which the respondent participated for each applied service category. Describe the respondent's role in the project and the scope of work that demonstrates the respondent's expertise. Provide the name and contact information for each project. It is preferred that similar projects have been conducted in a similar topography to the Town of Jerome.

B. AMI Information Requirements

- a. Communication Propagation Study with a "Fixed Base" Communication system for the AMI system.
- b. Explain if the AMI system will include any cellular network.
- c. Explain if the AMI includes a free or paid customer engagement web portal.
- d. Explain if the AMI provides top-of-the-hour time-synchronized readings across the entire system with at least an update every hour.
- e. Explain if the meters, endpoints, and AMI infrastructure are manufactured by the same company.
- f. Explain if the current meters and endpoints will be able to integrate with the AMI system.
- g. Describe if the system can identify unauthorized usage on marketed accounts.
- h. Describe if the system can configure high or low usage parameters and identify accounts in violation.
- i. Explain how many users the system can support at one time.
- j. Explain if the software enhancements, upgrades, updates, and patches are included in the pricing structure or if it will be an annual cost for these items.

C. Endpoint Information and Requirements.

- a. Describe the endpoint collection process and if it collects at the top of the hour and is synchronized with 15-minute reads from the water meter.
- b. Describe if the endpoint has two-way communication.
- c. Describe the temperatures the endpoint can withstand during storage and operations.
- d. Describe if the endpoint can be installed via pit or remote.
- e. Describe the network firmware updates.
 - (i) Describe whether they can be done remotely, with infrared, or local updates.
- f. Explain the environmental conditions the endpoints can withstand, including flooding or submerged pit application.

- g. Describe the warranty for the endpoints and whether it is included.

D. Customer Portal Information and Requirements

- a. Explain if the customer portal is owned and developed by the AMI manufacturer.
- b. Explain if the web portal will be accessible through a standard internet browser.
- c. Explain if the customer portal will allow the customer to set up a leak notification through the portal and let the customer be notified via email.
- d. Explain if the utility customer service representative will be able to see the same view as the customer or if the web portal will be different for the customer and the utility staff.
- e. Explain if the customer will be able to export consumption data in Comma Separated Value (CSV) format.

E. Training Information and Requirements

- a. Describe who will be providing the training (e.g., Manufacturer Certified Trainers).
- b. Describe if there will be web-based training for future head-end system updates and upgrades, and if there will be any cost that may be associated with the training.
- c. Describe if training materials for end users will be available online or in electronic form.

F. Other

- a. Describe if you can replace a current meter in need of replacement with a non-AMI meter for an opt-out member and invoice separately from the project.

INSTRUCTIONS TO RESPONDENTS

General

No clarification as to the meaning of the plans, specifications, or other pre-bid documents will be made to any respondent orally. Should conflicts occur between drawings and/or specifications, the respondent shall be deemed to have estimated the most expensive interpretation of the conflict, unless the respondent asks for written clarification before submission of the proposal. All requests for such clarification shall be in writing to:

Questions: Brett Klein
 Town of Jerome
 PO Box 335
 Jerome, AZ 86331
 b.klein@jerome.az.gov

To be given consideration, a request for written clarification must be received at least four (4) days prior to the proposal opening. All such clarifications and any supplemental instructions will be in the form of a written addendum to the specifications. All such addenda will be transmitted to all respondents two days prior to the proposal opening. All addenda so issued shall become part of the Contract Documents.

Attention is called to the sheets in this RFP that include the words “**REQUIRED FOR SUBMITTAL**” at the bottom of the page. These sheets should be used and submitted with the proposal that is sent to the Town of Jerome, or pages with similar formatting containing all the same information should be included with the proposal.

Proposals shall be made upon the Proposal Documents contained in and submitted with this RFP. All papers bound with or attached to the proposal are necessary parts and must not be detached.

Each Proposal must be submitted in an envelope, addressed to Brett Klein, Town Manager, at Town of Jerome, 600 Clark St., PO Box 335, Jerome, Arizona 86331. Proposals will be returned unopened if not properly sealed when submitted.

Each envelope containing a proposal must be plainly marked on the outside as “TOWN OF JEROME ADVANCED METERING INFRASTRUCTURE SYSTEM.” The envelope should bear on the outside the name of the respondent and their address. If forwarded by mail, the envelope containing the proposal must be enclosed in another envelope addressed to Brett Klein, Town Manager, at Town of Jerome, 600 Clark St., PO Box 335, Jerome, Arizona 86331.

Acknowledgement of Addenda

If any addenda are published prior to the proposal due date, the acknowledgement page must be signed by the contractor and returned with the proposal documents. If they are not included, the proposal will be disqualified.

PROPOSAL TIMELINE

TOWN OF JEROME – ADVANCED METERING INFRASTRUCTURE SYSTEM

<u>PROPOSAL PACKAGE AVAILABLE</u>	October 6, 2025 Electronically from Brett Klein, at: b.klein@jerome.az.gov Or on the Town website, at: www.jerome.az.gov Town of Jerome Phone: (928) 634-7943
<u>PROPOSALS DUE</u>	November 5, 2025, 4:00 PM Office of the Town Clerk Town of Jerome 600 Clark St. PO Box 335 Jerome, AZ 86331
<u>ANTICIPATED CONTRACT AWARD</u>	December 9, 2025
<u>ANTICIPATED NOTICE TO PROCEED</u>	To be agreed upon (No later than December 31, 2025)

Questions regarding the project specifications should be directed in writing to Brett Klein at the Town of Jerome (email: b.klein@jerome.az.gov).

PROPOSAL DOCUMENTS

The following documents and information requested thereon are required to be submitted with your proposal.

Town of Jerome

Proposal Document A – Proposal

To: Honorable Mayor & Council
600 Clark St.
Jerome, AZ 86331

In compliance with the Town of Jerome’s Request for Proposals for an Advanced Metering Infrastructure System and the Notice to Respondents by the Town Manager, the undersigned respondent:

Having carefully examined the proposal documents and being familiar with the conditions to be met, hereby submits the following proposal for furnishing the material, equipment, labor and everything necessary for the completion of the work listed and agrees to execute contract documents and furnish the required Bonds and Certificates of Insurance for the completion of said work, at the locations and for the prices set forth on the Fee Proposal.

Understands that procurement of this project shall be in accordance with all applicable Standard Specifications and as otherwise required by the General Provisions and Special Provisions.

Understands that this proposal shall be submitted with a proposal guarantee of cash, certified check, cashier’s check, or surety bond (in accordance with Title 34, A.R.S.) for an amount not less than ten percent of the total amount proposal.

Agrees that upon receipt of Notice of Award from the Town of Jerome, they will enter into contract negotiations and execute the contract documents.

Work shall commence no later than 30 days, after the Notice to Proceed and shall be completed within 180 calendar days, beginning with the day following the starting date specified in the Notice to Proceed. The time allowed for completing the work includes lead time for obtaining the necessary materials and/or equipment. Respondent agrees to pay, as liquidated damages, two times the sum as stated in the latest revision of the MAG Specifications. Liquidated Damages shall be based upon the final contract amount.

The respondent hereby acknowledges receipt of and agrees that this proposal is based on the following Addenda (if there are no addenda, write NONE below).

The Town of Jerome retains the right to reject any or all proposals and to waive minor defects and technicalities or withhold the award, as may be deemed best for the interest of the Town.

This proposal shall be valid for a period of 30 days after the proposal deadline.

THIS PROPOSAL is submitted by _____,
a corporation organized under the laws of the State of Arizona, a partnership consisting of _____
_____, or an individual trading as _____ of the
City of _____, and holder of Arizona State Contractor's License(s):

Classification(s) _____

No.(s) _____

Respectfully Submitted,

Respondent

Address

By (Officer & Title)

Date

ATTEST:

(Officer and Title)

Witness (if respondent is an individual)

Town of Jerome

Proposal Document B – Fee Proposal

Respondent _____

Mailing Address _____

City _____ State _____ Zip _____

Telephone _____

PURSUANT to, and in compliance with, the Town of Jerome's Request for Proposals for an Advanced Metering Infrastructure System, the Notice to Respondents, Instructions to Respondents, and the Proposal Documents relating to the:

TOWN OF JEROME ADVANCED METERING INFRASTRUCTURE SYSTEM

This is to certify that the above documents, as well as the site upon which work is to be performed and any and all conditions affecting the work, have been carefully examined, that the amount and nature of work to be accomplished is thoroughly understood and that at no time will misunderstanding of the drawings, specifications or conditions to be overcome be alleged or pled as a basis for change orders, damages or non-performances.

I (We) acknowledge that the following Fee Proposal and table are for the convenience of the Town of Jerome to analyze the individual components of the proposal and to provide a means for partial payments during the project. The sum of the extended unit prices shall be the final price for the product procurement in accordance with the technical specifications. The total price listed on the Fee Proposal shall be the same as listed on the proposal to the Town of Jerome.

FEE PROPOSAL INSTRUCTIONS:

1. All items will be paid for as lump sums. The Fee Proposal's estimated quantity and unit price will be used as a means of computing progress payments and as a basis for any Change Orders incurred.
2. The owner reserves the right to recalculate the following Fee Proposal if they appear malapportioned.
3. The lump sum amounts indicated below are to include the respondent's cost of administration, mobilization, bonds, insurance, and any other miscellaneous items required for the project.

FEE PROPOSAL Town of Jerome Advanced Metering Infrastructure System				
	Est. Qty.	Units	Unit Price	Total Price
CIVIL BASE PROPOSAL				
1	¾ x 5/8" AMI Meter	299		
2	1" threaded AMI Meter	17		
3	1 ½" flanged AMI Meter	13		
4	2" AMI Meter	2		
5	4" AMI Meter	1		
6	AMI System Software	1		
7	AMI System Training	1		
8	AMI Data Collection Hardware/Software	1		
9	FCC Registration	1		
SUBTOTAL COSTS – BASE PROPOSAL				
GRAND TOTAL, BASE PROPOSAL				

GRAND TOTAL – BASE PROPOSAL (in words): _____

NOTE: All Quantities Shown are approximate and are furnished solely for the contractor's convenience. The quantities provided will be the lump sum that payment will be made on. The individual items are for use by the Town to analyze proposals, use as a basis for any supplemental agreements, and for partial progress payments.

Proposal Document C – Non-Collusion Certificate



ADVANCED METERING INFRASTRUCTURE SYSTEM

Respondent: _____

The undersigned respondent hereby certifies as follows:

To the best of his/her knowledge, the person, vendor, association, partnership, or corporation herein has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive pricing in the preparation and submission of a proposal to the Town of Jerome for consideration in the award of this solicitation.

Dated this _____ day of _____ 2025.

Signature

Phone Number

Written Name

Email Address

Proposal Document D – Certificate of Ownership



ADVANCED METERING INFRASTRUCTURE SYSTEM

Respondent: _____

The undersigned respondent hereby certifies as follows:

To the best of his/her knowledge, the person, vendor, association, partnership, or corporation herein, are the only person, vendors, corporations, partnerships, or other associations having any direct or indirect financial interest in the respondent's business as legal or equitable owner, creditor (except current bills for operating expenses), or holder of any security or other evidence of indebtedness.

Dated this _____ day of _____ 2025.

Signature

Phone Number

Written Name

Email Address

Proposal Document E – Respondent Qualifications, Representations, and Warranties



ADVANCED METERING INFRASTRUCTURE SYSTEM

Respondent: _____

The undersigned respondent hereby certifies as follows:

- X1 Taxes and Leins – Respondent has no unsatisfied tax or judgment lien on record.
- X2 Respondent’s Examination – Respondent has made its own examination, investigation, and research regarding the requirements of the solicitation, including but not limited to the work to be done, services to be performed, any conditions affecting the work and services, the type and quantity of labor, equipment, and facilities necessary to perform. Respondent fully understands the character of the work and services, the manner in which payment is to be made, and the terms and conditions of the solicitation. Respondent acknowledges and agrees that it has satisfied itself by its own examination, investigation, and research, and that it will make no claim against the Town because of erroneous estimates, statements, or interpretations made by the Town. Respondent hereby proposes to furnish all materials, equipment, and facilities and to perform all labor which may be required to do the work within the time required and upon the terms and conditions provided in the solicitation, and at the prices as proposed.

Dated this _____ day of _____ 2025.

Signature

Phone Number

Written Name

Email Address