

TOWN OF ARLINGTON, VERMONT: REQUEST FOR PROPOSALS (RFP)
PROJECT TITLE: Water Meter Upgrades & Reading Equipment (30-Unit Program)
ISSUING ENTITY: Town of Arlington Water Department
DATE OF ISSUING: June 1st, 2026
PROPOSAL SUBMISSION DEADLINE: June 30, 2026, by 12:00 PM (Noon) EST

1. PROJECT OVERVIEW & OBJECTIVES

The **Town of Arlington Water Department** is requesting formal proposals from qualified water meter manufacturers, distributors, and technology vendors to supply thirty (30) smart water meters, integrated telemetry endpoints, and the corresponding reading hardware/software system.

The goal of this procurement is to evaluate modern data collection systems to improve:

- a) Billing efficiency
- b) Enhance Meter Accuracy
- c) Reduce manual reading labor.
- d) Implement a secure and scalable system.

To ensure the most efficient use of public funds, the Town will accept proposals for:

- **Option A: Advanced Metering Infrastructure (AMI)** utilizing existing commercial cellular networks.
- **Option B: Automated Meter Reading (AMR)** utilizing a mobile radio drive-by system.

Vendors may submit proposals for one or both technology tracks.

2. SCOPE OF SUPPLY: HARDWARE & EQUIPMENT

(Quantity: 30)

a) Option A Infrastructure: AMI Cellular Endpoints

If proposing an AMI network solution:

- **Network Compatibility:** Telemetry endpoints must transmit data directly via existing commercial cellular IoT bands (LTE-M / 5G-IoT) through regional carriers (such as Verizon, AT&T, or T-Mobile).
- **No Infrastructure:** The system must require **zero** utility-installed or utility-maintained gateway infrastructure, collectors, or repeaters.
- **Data Frequency:** Endpoints must capture hourly consumption data and transmit packets to the cloud platform automatically at least once every 24 hours.

b) Option B Infrastructure: AMR and Drive-By Equipment

If proposing an AMR radio system, the vendor must bundle thirty (30) radio transceivers alongside one (1) complete mobile interrogation package, including:

- **Mobile Receiver:** A ruggedized, compact radio frequency (RF) receiver equipped with a magnetic vehicle-roof-mounted antenna.
- **Connectivity:** The receiver must feature wireless Bluetooth pairing to stream read data dynamically to a field tablet or smartphone.
- **Mobile Software App:** Access to a mobile reading application (Android or iOS compatible) that displays route maps, alerts drivers to unread meters, and flags abnormal events (leaks, tamping, reverse flows).

3. SOFTWARE & SYSTEM INTEGRATION

Regardless of the hardware track selected (AMR or AMI), the vendor must provide:

- **Cloud Software Access:** Base operator login credentials for a secure, cloud-hosted Meter Data Management (MDM) web portal.
- **Data Exporting:** The system must allow simple, on-demand exporting of consumption reads into standard text formats (CSV, TXT, or XML) that can be easily mapped into standard utility billing software.

4. INSTRUCTIONS TO PROPOSERS & PROPOSAL FORMAT

Proposals must be delivered to the Town of Arlington Water Department no later than **July 20, 2026, at 12:00 PM (Noon) EST**. Late submissions will not be opened or considered.

To ensure a fair evaluation, vendors must organize their submissions into the following distinct sections:

1. **Technical Specification Sheets:** Official manufacturer brochures detailing dimensions, materials, and IP68 ratings of the proposed meters and endpoints.
2. **Network or Hardware Overview:** A clear description of how the data travels from the pit to the office (including carrier requirements for AMI, or vehicle receiver specs for AMR).
3. **Software Capability Statement:** Proof of data security standards (e.g., SOC 2 compliance) and a visual walkthrough of the cloud user interface.
4. **Itemized Cost Sheet:** Cost structures must follow the template provided below.
5. **Proof of Insurance:** Requirements below.

Itemized Cost Proposal Template

Item Description	Unit Cost	Total Quantity	Extended Total Cost
5/8" x 3/4" Solid-State Water Meter		30	\$
Telemetry Endpoint (AMI Cell or AMR Radio)		30	\$
Mobile Drive-By Receiver & Antenna (<i>AMR Only</i>)		1	\$
Software Setup & Annual Hosting/Licensing Fee		1 Year	\$
TOTAL INITIAL PROCUREMENT COST:			\$

5. EVALUATION & AWARD CRITERIA

The Town of Arlington Water Department will evaluate all qualifying proposals using a 100-point matrix broken down as follows:

- **40 Points:** Total Upfront Capital Cost (Equipment, software access, and shipping).
- **30 Points:** Technical Quality & Durability (Submersible ratings, battery lifespan, and warranty clarity).
- **20 Points:** Software Interoperability (Ease of exporting data to the billing platform).
- **10 Points:** Lead Time (Speed of physical shipment and delivery to the utility yard).

6. INSURANCE REQUIREMENTS

The selected contractor shall provide proof of:

- General Liability Insurance
- Workers Compensation Insurance
- Automobile Liability Insurance (if applicable)

The Town of Arlington shall be named as additional insured where appropriate. The contractor shall indemnify and hold harmless the Town of Arlington from claims arising from contractor operations.

7. TERMS AND CONDITIONS

- The Town is not responsible for costs incurred in preparing proposals.

- The selected contractor may be required to execute a formal agreement with the Town.
- All work shall comply with applicable building codes and safety regulations.
- Contractor shall obtain any required permits unless otherwise specified.

8. SITE VISIT

A strongly encouraged site visit may be scheduled through:

Josh Brace, Town of Arlington Water Operator

Town of Arlington

Phone: 802-375-5621

Email: josh.brace@arlingtonvermont.org

Contractors are responsible for field-verifying all dimensions, quantities, and existing conditions prior to submission of proposals.

9. SUBMISSION INSTRUCTIONS

Sealed proposals clearly marked:

“RFP – Water Meter Upgrades & Reading Equipment (30-Unit Program)”

shall be submitted to:

Town of Arlington

Attn: Town Administrator

3828 VT Route 7A

Arlington, VT 05250

Electronic submissions may also be accepted at:

Katie.dixon@arlingtonvermont.org

Proposal Deadline

Proposals must be received no later than:

June 30, 2026 by 12:00 PM (Noon)

Late submissions may not be considered.

CONTRACTOR SIGNATURE

Company Name:

Authorized Representative:

Title:

Business Address:

Phone:

Email:

Federal Tax ID:

Signature: _____ **Date:** _____

By signing above, the bidder certifies compliance with all RFP requirements.