



**City of Aurora  
2023 Water Meter Analytics  
Request for Qualifications  
Bid 23-31**

**QUALIFICATION BASED SELECTION (QBS)**

The City of Aurora, Illinois (City) needs professional services from a qualified potable customer water meter analytics firm to provide an analytic system consistent with the scope of services contained within this request for qualifications. As a part of the selection process, the interested consultants are required to submit a Statement of Qualifications (SOQ) to perform the requested work.

Attached are:

1. SOQ Requirements and Selection Criteria (page 2)
2. Scope of Services (page 3)

**All questions shall be submitted VIA E-MAIL to [purchasingDL@aurora.il.us](mailto:purchasingDL@aurora.il.us) and must be received by 4 p.m. (CST) on March 27<sup>th</sup>. A response to all questions received will be posted on the City's website by 4 p.m. (CST) March 30<sup>th</sup>.**

**The SOQ shall be submitted in pdf format VIA E-MAIL to [purchasingDL@aurora.il.us](mailto:purchasingDL@aurora.il.us) no later than 2 p.m. (CST) on April 5<sup>th</sup>.**

Any SOQ received after the above noted deadline may not be used as part of the selection process.

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All SOQ submittals must be thorough, complete, and accurate. The .pdf submittal shall be no more than 25 pages in length (including cover letter). The submittal should include the following information:

1. Cover letter on the firm's letterhead transmitting the qualifications. Include name of the firm, local address, telephone number and name of contact person (with email address).
2. List of relevant projects recently completed similar in nature to this project. Include a description of each project, including location, scope, and cost for each project.
3. List of staff with brief resumes that would be assigned to the project including their availability.
4. Description of how the proposed services will address the scope of services included in this request for qualifications.
5. Detailed schedule of anticipated start dates and completion dates for major tasks listed in the scope of services
6. List of three (3) references including name, job title, telephone number, and email address.

**Selection Criteria and Weighting:**

The selection criteria and weightings for project selection are as indicated below:

- Firm Experience (40%). The entity's general experience and stability, and experience on projects similar to the one under consideration.
- Schedule/Availability (30%). Availability of the staff to perform the requested duties.
- Adherence to RFQ (30%). Quality of the entity's submittal including, but not limited to, spelling, providing all the information requested, and providing correct/accurate information that addressed the scope of services in its entirety.

A selection committee comprised of staff from the City will evaluate the SOQ's. The SOQs will be reviewed, evaluated, and scored using the criteria and weights defined above. The SOQ will be used by City staff to select the most qualified firm.

The top ranked firm will be notified and a final scope, schedule, and cost will be negotiated. If an agreement cannot be reached with the top ranked firm, the City will consider negotiating with the next highest ranked firm.

The City of Aurora reserves the right at any time and for any reason to cancel this professional services procurement process and to reject any or all SOQ's. The City of Aurora reserves the right to discard any immaterial SOQ. The City and/or staff may seek clarification from an offer at any time and will respond promptly if there is cause for rejection. The City of Aurora will not be liable in any way for any costs incurred by consultants in replying to this request.

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**Scope of Services**

The potable water meter analytic system must include the following:

- The process must capture at a minimum the following data sets per meter to provide detailed reporting on meter function as well as suggested repairs if appropriate:
  - Images of analog register readings & catalog them for later reference
  - Use of an acoustic sensor to monitor water flow through the meter
  - Measuring element rotations via magnetic based sensors
- The system must have the ability to identify multiple error conditions simultaneously on a single meter
- Use of artificial intelligence / machine learning to identify specific component level error conditions
- The system must identify which meters are operating within manufacturer specifications
- The system should identify specific manufacturer repair recommendations and prioritized meter repairs based on impacts to meter functionality and potential for non-revenue water
- The system must have the ability to function independent of shore power for extended periods of time: i.e., battery and or solar power to operate. Due to the long term nature of the meter analysis, It is expected that battery change out will be necessary
- The system must include a process for data transmission in the cost of service. If the data transmission system is via cellular technology, it must be carrier agnostic
- The system cannot require changes to existing meter register(s)
- The system must be able to be installed on Sensus mechanical meters
- All data must be encrypted when stored on the device, in transmission, and when stored on the cloud
- The system must provide the ability to perform manual register readings
- The system provided should be turnkey and provide all equipment, installation, analysis, and maintenance including all hardware and software updates
- The cost of service should include regular update meetings to assess the program and advise on repairing/replacing meters flagged by the process
- The schedule shall include the number of meters being analyzed, system data collection and processing, data analysis, and any other pertinent items to complete the analysis.
- The analysis system shall also include a dashboard, portal, etc. that can be used and accessed by the City to review the data being collected and recommendations for each meter.
- Water meters being analyzed shall be documented in the City's GIS system.