

# *Request for Proposals*

## *Flow Meter Preventative Maintenance Services*

*October 7<sup>th</sup>, 2019*



*Protecting Lives, Protecting Property, Protecting the Future*

**Lower Elkhorn Natural Resources District  
1508 Square Turn Blvd.  
Norfolk, NE 68701  
Phone: 402-371-7313; Fax: 402-371-0653**

**Website: [www.lenrd.org](http://www.lenrd.org)**

## 1. Introduction

The Lower Elkhorn Natural Resources District (“District”) is issuing this Request for Proposals (“RFP”) to provide inspection and preventative maintenance services for all propeller-driven, analog display irrigation well flow meters (“Propeller Meters”) installed in Pierce County. This project includes the provision of all labor, equipment and expertise to perform preventative maintenance services for an approximate 880 such flow meters located within the District by April 15<sup>th</sup>, 2020.

These inspection and preventative maintenance services include, but are not limited to: a physical examination and evaluation of proper flow meter installation and operation; removal of the flow meter to evaluate the condition of the propeller and bearings; reinstallation of the meter after greasing its bearings and replacing the saddle gasket; documentation of all inspection and maintenance findings and activities through photos and reports in a format provided by District; and application of District maintenance sticker. The District will supply grease, gaskets and other preventative maintenance supplies for this project.

Repair of any Propeller Meter beyond the inspection and maintenance activities described in Section 3 “General Scope of Work” is considered outside of the scope of this RFP. If the inspection of any Propeller Meter reveals that repair of that meter is required, the District will work with the Propeller Meter owner to ensure repairs are completed. The Propeller Meter owner may then choose any qualified entity to perform such repairs, including the Selected Candidate.

These inspection and maintenance activities will be performed during the non-growing season, which is from October through April (“Inspection Season”).

Additionally, each Selected Candidate will participate in 1) a Propeller Meter inspection and maintenance training session if this has not already been done. 2) One pre-Inspection Season meeting; and 3) up to 7 monthly project update meetings. These activities are described in Section 3 “General Scope of Work” in this document.

Payment for these services will be negotiated between the District and the contractor but not more frequently than monthly for each completed inspection.

Pierce County accounts for approximately 880 Propeller Meters requiring maintenance (Figure 1).

It is important to the District for these inspection and maintenance services to be performed by April 15<sup>th</sup>, 2020 for all of the Propeller Meters installed (Figure 1). Therefore, the District will choose the proposal that will accomplish these services in the most cost effective and timeliest manner for the estimated 880 Propeller Meters subject to this RFP.

Proposals must be submitted by 4:30 p.m. on Tuesday, October 22<sup>nd</sup>, 2019 to the office of the Lower Elkhorn Natural Resources District as described in Section 6 “RFP Delivery and Content Requirements” on the RFP form found in Appendix 1 (or downloaded from [www.lenrd.org](http://www.lenrd.org)).

## Lower Elkhorn NRD Flow Meter Maintenance 2020

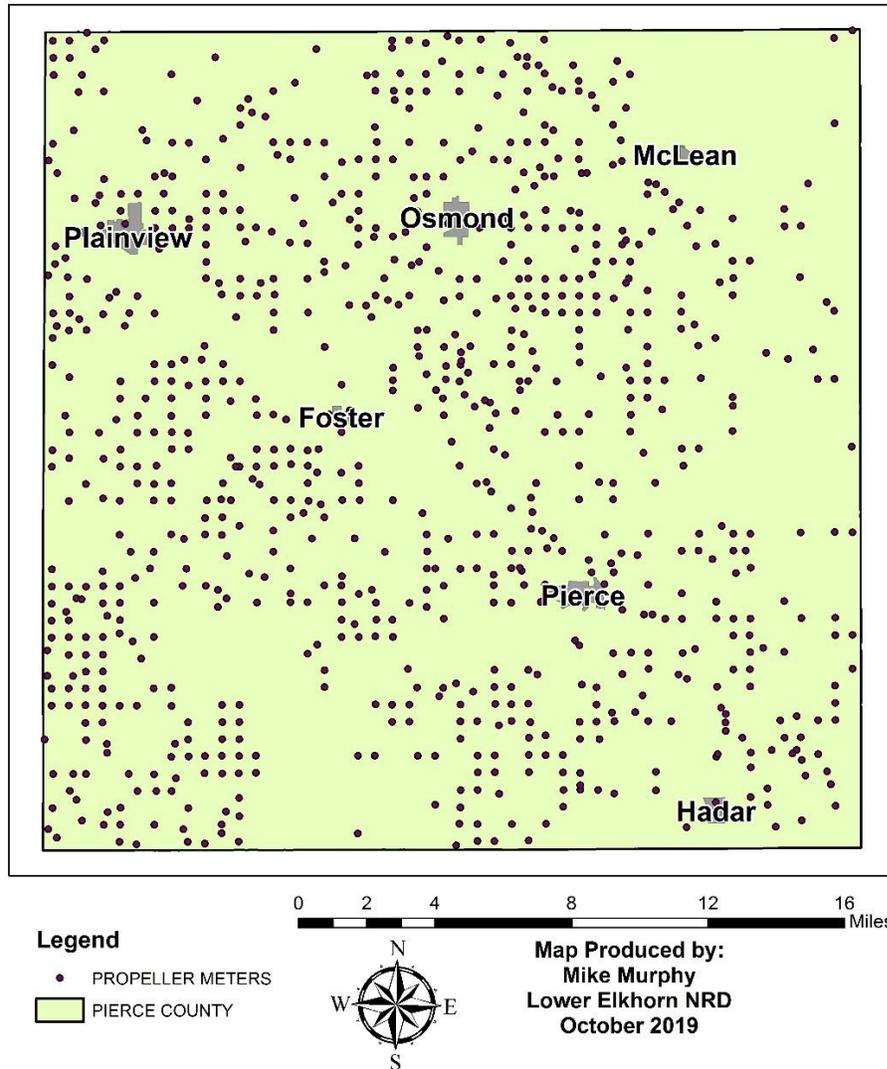


Figure 1. Location and Distribution of Flow Meters throughout Pierce County.

## 2. Background

The Lower Elkhorn Natural Resources District is a local unit of government based in Norfolk, Nebraska. The District is responsible for protection and management of groundwater resources, and has required flowmeters on all active high capacity irrigation wells within its borders.

The District has established a program to assist flow meter owners with maintenance of their flow meters. Under this program, preventative maintenance of Propeller Meters is performed at a frequency of once every five years. Since the deadline for flow meters to be installed on all irrigation wells was January 1<sup>st</sup>, 2018; the five-year rotation began the fall of 2018.

The purpose of this project is to ensure that each Propeller Meter installed is correctly installed, operating properly, in good repair, and is up-to-date with preventative maintenance with the five-year Propeller Meter maintenance rotation.

### 3. General Scope of Work

The inspection and preventative maintenance services described below will be performed for each Propeller Meter installed in the project area. Work will be paid for each individual meter for which these services have been completed.

The District will purchase and provide the following parts, supplies and information for this project to the Successful Candidate:

Bearing grease	Victiolic gasket and mounting hardware
Loctite Threadlocker	Keystock
Propeller nut	Ell support O-rings
Bearing set-screw	Canopy boot
Saddle gasket	General maps of Propeller Meter locations
Stickers indicating maintenance has been completed	

The District estimates that over 95% of the Propeller Meters installed are McPropeller flow meters manufactured by McCrometer, so the following description is based on activities required for inspection and preventative maintenance for McPropeller flow meters. Should a selected candidate discover the existence of a different brand or model of Propeller Meter, it shall notify the District of the location and type of flow meter.

- 3.1. Document and evaluate proper Propeller Meter installation:
  - 3.1.1. Document whether flow meter is mounted vertically or horizontally.
  - 3.1.2. Evaluate whether meter is positioned for full pipe flow.
  - 3.1.3. Document existence and correct installation of appurtenances such as flow tube, straightening vanes, and/or flow straightener.
  - 3.1.4. Measure distance of meter head from upstream and downstream disturbances and evaluate correct placement of flow meter.
  - 3.1.5. Measure pipe diameter, determine pipe material, and estimate whether pipe inside diameter is appropriate for inside diameter calibration of meter.
  - 3.1.6. Document the units recorded by totalizer (should be acre-inches).

- 3.2. Evaluate proper flow meter operation:
  - 3.2.1. Remove meter from pipe.
  - 3.2.2. Visual inspection of the flowmeter/register, document moisture or condensation inside canopy and/or physical damage to meter head.
  - 3.2.3. Verify propeller connection to meter head, evaluate overall condition of propeller, shaft, and bearing assembly, and document signs of excess wear/play when rotating propeller.
  - 3.2.4. Document final assessment of proper flow meter operation.
- 3.3. Perform preventative maintenance:
  - 3.3.1. Remove propeller, being mindful of keystone when pulling off the propeller, and dispose of old saddle gasket.
  - 3.3.2. Grease the bearing assembly.
  - 3.3.3. Install a new saddle gasket and reattach the propeller using Loctite Threadlocker Blue to secure the propeller nut.
  - 3.3.4. Reinstall meter.
- 3.4. Record keeping and documentation of inspection and maintenance activities:
  - 3.4.1. Fill in report provided by or approved by the District of site conditions and activities, which will include, but is not limited to:
    - 3.4.1.1. Legal description and global positioning system measured latitude and longitude (decimal degrees, accurate to at least 1/10,000 of a degree).
    - 3.4.1.2. Flow meter serial number and totalizer reading.
    - 3.4.1.3. Flow meter installation description and measurements.
    - 3.4.1.4. Flow meter operational evaluation, and, if present, a description of flow meter operational failures.
    - 3.4.1.5. Parts and materials used for preventative maintenance.
    - 3.4.1.6. Photographs of flow meter installation; meter head with totalizer reading; flow meter serial number; and propeller, shaft and bearing assembly.
    - 3.4.1.7. Results and findings of observations, measurements and evaluations performed for sections 3.1, 3.2 and 3.3 above.
- 3.5. Additional requirements for each Selected Candidate
  - 3.5.1. Each Selected Candidate must attend an inspection and preventative maintenance training course if this has not already been completed.
  - 3.5.2. Each Selected Candidate will participate in one pre-Inspection Season meeting. Each meeting is scheduled to last no more than two hours.
  - 3.5.3. Each Selected Candidate will participate in up to 7 monthly project update meetings for the duration of work under this RFP. These meetings will be scheduled for no more than one hour each. For these meetings, each Selected Candidate will submit reports of work completed and the anticipated locations where work will be performed in the upcoming month, and will be prepared to discuss any problems, issues or recommendations regarding the successful completion of the project.

#### 4. Insurance Requirements

The Proposer must be capable of carrying standard commercial insurance with the District listed as an additional insured (\$1,000,000 per occurrence and \$2,000,000 in the aggregate). This will be documented on the RFP form in Appendix 1 by attaching a certification of such insurance or a letter stating that upon being awarded as the Selected Candidate that a Certificate of Insurance shall be issued for such insurance from an insurance carrier licensed to write insurance in the State of Nebraska.

#### 5. RFP Delivery and Content Requirements

Proposals shall be submitted on a form provided by the District that may be found in Appendix 1 of this RFP. The RFP form may also be downloaded from the District website at [www.lenrd.org](http://www.lenrd.org). A Proposer may include additional information by attaching such information to the RFP form.

##### 5.1. Request for Proposal deadline.

Proposals must be received by the District at the address listed in Section 5.2 no later than 4:30 p.m. on Tuesday, October 22<sup>nd</sup>, 2019. Proposals submitted after the deadline will not be accepted.

##### 5.2. Request for Proposal delivery destination.

Proposals may be mailed or hand delivered to the District office at the following address:

Request for Proposals FMMP  
Lower Elkhorn NRD  
1508 Square Turn Blvd.  
Norfolk, NE 68701

##### 5.3. The proposal shall be submitted on a form provided by the District, which is attached to this document as Appendix 1. The form may be downloaded from [www.lenrd.org](http://www.lenrd.org).

##### 5.4. The proposal will include the following information:

- 5.4.1. A description of the Proposer's qualifications, expertise and ability to provide the requested services.
- 5.4.2. A description of the Proposer's approach to completing this project, including a timeline for meeting the April 15<sup>th</sup>, 2020 deadline for completing this project.
- 5.4.3. Cost summary, including a firm, fixed cost for providing the inspection and preventative maintenance services described in Section 3 on a per-Propeller Meter basis.
- 5.4.4. Attachment of certificate of insurance or certificate of insurability from a licensed insurer for standard commercial insurance with the District listed as an additional insured (\$1,000,000 per occurrence and \$2,000,000 in the aggregate).

#### 5.4.5. Signature of Proposer.

### 6. Evaluation and Selection Procedures.

Proposals submitted will be evaluated by District staff based on the Proposer's qualifications, expertise and capacity to provide the services requested by this RFP; the approach for completing these services by April 15<sup>th</sup>, 2020; and the cost for performing these services. While cost is an important factor, the District is not obligated to accept the lowest cost proposal if the proposed services do not meet its requirements.

The District, at its discretion, may request an interview with Proposers. The District will not compensate any Proposer for time or expenses incurred for these interviews.

6.1. The following criteria will be used to evaluate proposals:

- 6.1.1. Completeness of proposal.
- 6.1.2. Experience and expertise in working with Propeller Meters and irrigation equipment.
- 6.1.3. Understanding of the nature of the project
- 6.1.4. Proposed approach to completing this project by April 15<sup>th</sup>, 2020.
- 6.1.5. Proof of insurance or insurability.
- 6.1.6. Cost.

The District will select proposal(s) based on its desire to accomplish the inspection and maintenance of the Propeller Meters subject to this RFP in a timely and cost-efficient manner. The final selection shall occur on or about October 24<sup>th</sup>, 2019. The District reserves the right to negotiate a contract, including a scope of work and/or contract price, with any Proposer.

This Request for Proposal does not commit the District to award a contract, to pay any cost incurred in preparation of a response to this RFP, or to procure or contract for services. The District may accept or reject any or all responses received in response to this RFP, or may cancel this RFP in part or in its entirety if it is in the best interests of the District to do so. All Proposals submitted to the District become the exclusive property of District.

The District will notify the Selected Candidate(s) by telephone, e-mail or in writing. Following notification, the District will negotiate a standard professional service agreement with the Selected Candidate(s). Each Selected Candidate's proposal will be incorporated by reference in its contract.

## 7. RFP Contact Information

For information regarding this RFP, contact Curt or Brian by visiting the Lower Elkhorn NRD office at 1508 Square Turn Boulevard in Norfolk, Nebraska; by telephone at (402) 371-7313, or by email at [cbecker@lenrd.org](mailto:cbecker@lenrd.org) or [bbruckner@lenrd.org](mailto:bbruckner@lenrd.org)

Regular office hours are from 8:00 a.m. through 4:30 p.m.; Monday through Friday.

## 8. Definitions

Inspection Season means the non-growing season, October through April, within which the inspection and preventative maintenance services will be performed.

Propeller Meter means a flow meter which uses a propeller to measure the velocity of flow. This information, when combined with the cross sectional area of the pipe is used to determine the volume of water that flow past the meter. For purposes of this RFP, a Propeller Meter also has an analog display. The most common meter of this type in the District is the McCrometer McPropeller flow meter.

Proposer means the person or entity submitting a proposal for this project.

Selected Candidate means the person or entity selected by the District to perform the duties of this RFP.

Request for Proposal (RFP), means this Request for Proposal.

**Appendix 1**  
**Request for Proposal Form**  
**Lower Elkhorn Natural Resources District**  
**Propeller Meter Maintenance Project**



**A3 – Bid for Performing Propeller Meter Inspection and Maintenance Services and Strategy for Meeting the April 15<sup>th</sup>, 2020 Deadline.**

The District will select the bid that it determines to be the most cost-effective and efficient to perform installation and maintenance services for approximately 880 Propeller Meters subject to this RFP.

Please refer to Figure 1 in the RFP for a description of Propeller Meters subject to maintenance from October, 2019 to April, 2020.

The bid must be the price for performing these services on a per-Propeller Meter basis.

Be sure to include a description of your strategy for completing the work for each bid by the April 15<sup>th</sup>, 2020 deadline. Information that may be useful includes the number of people performing this work, the anticipated number of inspections per month, and any other information you feel will help the District understand how you will complete this work by the deadline.

Please keep in mind that the District will supply the parts and supplies listed in Section 3, “General Scope of Work” of this RFP.

<p>Bid Category 1. Bid for inspection and maintenance services for Pierce County Area.</p> <p>Cost for inspection and maintenance services.....\$_____ per Propeller Meter</p> <p>Describe your strategy for completing this work by April 15<sup>th</sup>, 2020:</p> <hr/>
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**A4 – Confirmation of Insurability.**

Attach a certificate of insurance or a certificate of insurability from a licensed insurer for standard commercial insurance with the District listed as an additional insured (\$1,000,000 per occurrence and \$2,000,000 in the aggregate).

Please fill in the following information about your insurance carrier:

Name of insurance carrier:	_____
Address:	_____
City:	_____
State:	_____
Zip:	_____
Phone:	_____

**A5 – Signature.**

By signing this form, I certify the information I have provided in this document is true and accurate to the best of my knowledge.

Date: \_\_\_\_\_

Signature of Proposer: \_\_\_\_\_