

ADDENDUM NUMBER 1

SHELBY COUNTY WATER SERVICES METER CHANGEOUT PROJECT

1. Revisions to Project Manual/Project Drawing

1.1 The following revisions are hereby added as Addendum No. 1 to the referenced Project Manual and shall be considered when preparing bids.

1.1.1 Section 000250 – Prequalification Requirements was inadvertently omitted from the Shelby County Meter Changeout Project Manual. Section 000250 – Prequalification Requirements is included in this Addendum. All bidders must submit the prequalification information as instructed no later than 4:30 p.m. on September 2, 2025.

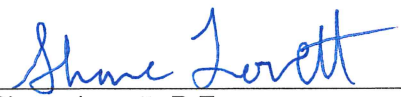
1.1.2 Updated Project Manual Table of Contents to include Section 000250 - Prequalification Requirements.

1.1.3 Updated quantity for Line Item 9 (2" Backflow Preventer Replacement) on Page 8 of 11 of Section 000300 - Proposal Form and Sample Bid Bond. The quantity will be 100 for the 2" Backflow Preventer Replacement line item. **This Addendum will include the updated Page 8 of 11 of Section 000300. Please use this revised page when submitting your bid.**

2. Questions

2.1 Is this project installation only (providing misc. Materials) or Turnkey involving the purchase of Sensus meters from the distributor?

2.1.1 Shelby County Water Services will provide all meters, transmitters/end points, meter boxes, backflow preventers, curb stops, PRVs, and necessary fittings for this Project. The Contractor will be responsible for providing labor and material for repairing damages caused by those employed by the Contractor.


Shane Lovett, P.E.



SHELBY COUNTY WATER SERVICES REQUEST FOR STATEMENTS OF PREQUALIFICATIONS FOR METER CHANGEOUT

Shelby County Water Services (SCWS) is soliciting prequalification documents from qualified meter installers for the 2025 Shelby County Meter Changeout (Project) to demonstrate their ability to meet the levels of technical expertise, experience, and resources required to perform meter changeouts.

Interested Contractors will be required to complete a Prequalification Questionnaire which will be used to select firms who will be permitted to bid on this project. Firms which do not go through the prequalification procedure will not be allowed to bid this project.

The prospective Contractor must demonstrate substantial experience with similar projects.

SCWS will review all information submitted for adherence with request requirements. Qualification approval will be based on information provided as well as past experience with SCWS staff has had with prospective contractor. Additional information may be requested by SCWS. The decision by SCWS will be deemed final.

The information contained in the returned questionnaire will be treated as confidential; however, all submitted material remains the property of SCWS.

Prequalification of a contractor does not relieve that contractor from strict compliance with the contract documents.

Prequalification documents are due on **September 2, 2025 by 4:30 pm**. All packages shall be stamped with date and time they are received. Prequalification packages received after the date and time above will be rejected. Packages may be sent the following addresses depending on carrier.

**SHELBY COUNTY WATER SERVICES METER CHANGEOUT PROJECT
PREQUALIFICATION REQUIREMENTS**

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UPS or FedEx:
Shelby County Water Services
10927 US Highway 280
Sterrett, AL 35147
Attn: Shane Lovett, P.E.

United State Postal Service:
Shelby County Water Services
10927 US Highway 280
Sterrett, AL 35147
Attn: Shane Lovett, P.E.

Hand Delivery Address:
10927 US Highway 280
Sterrett, AL 35147
Attn: Shane Lovett, P.E.

Any questions, comments or objections regarding the prequalification materials, or explanation desired by a prospective contractor regarding the meaning or interpretation of the Prequalification Requirements and related materials shall be made in writing and delivered by Email (with E-mail delivery receipt request) by **August 29, 2025 by 5:00 pm**. Emails may be sent to Shane Lovett at slovett@shelbyal.com. It is the prospective contractor's responsibility to ensure that the email questions are received by the OWNER in a timely manner. Upon receipt of an email question, the OWNER shall provide acknowledgement of receipt within 1 business day. If the prospective contractor does not receive an acknowledgement of receipt of an email in the referenced timeframe, the prospective contractor shall assume the email transmission was not received by the OWNER, and shall be responsible for resubmitting the same in a timely manner, and if necessary by an alternative allowable method of transmission allowing for confirmation of receipt.

Any information provided to any prospective contractor concerning a solicitation will be furnished to all prospective contractors. By submitting the completed Prequalification Information, the prospective contractor waives any and all objections to its form and content.

MINIMUM QUALIFICATIONS FOR PROSPECTIVE CONTRACTORS

- Prospective contractor shall have a minimum of 3 projects in the last 5 years of similar projects in similar scope, size, and complexity to this project.
- Prospective contractor shall have a minimum of 1 project in the last 5 years of similar project where meters utilized the Sensus FlexRead or Sensus FlexNet AMR/AMI system.
- Prospective contractors shall have the personnel resources available to complete the project in the timeframe specified in the contract documents.

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PREQUALIFICATION REQUIREMENTS**

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PREQUALIFICATION INFORMATION SUBMITTAL REQUIREMENTS

All prospective contractors must submit two (2) complete submittal packages. Use the following forms as well as provide any additional information necessary for completion of the submittal package. All areas shall have answers to them. If there is not information to be provided, please use "N/A" for that section.

PREQUALIFICATION INFORMATION FOR
2025 SHELBY COUNTY METER CHANGEOUT

GENERAL INFORMATION

IDENTIFICATION

Name of Firm: _____

Street Address: _____

Mailing Address (if different from above): _____

City, State, Zipcode: _____

Telephone Number: _____

Facsimile Number: _____

Person(s) to Contact: _____

Principal Contact Email Address: _____

ORGANIZATION

Date your firm was organized or started: _____

Legal form of business: _____

☐ Corporation: State of Incorporation: _____

Date of Incorporation: _____

Federal I.D. #: _____

☐ Individual

☐ Partnership

☐ Joint Venture

☐ Other: _____

AFFILIATES

Is your firm a subsidiary of another company? Yes No

Parent company name: _____

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PREQUALIFICATION REQUIREMENTS**

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Does your firm have a sister company in a related business? Yes No

Sister company name: _____

PRINCIPALS

List the name and residence (city and state only) of all officers, owners, partners, and principals. Identify the relationship of each to the firm and if active in the firm:

BONDING INFORMATION

Note: The Owner will rely upon the Surety's positive responses in this section as assurance that the applicant is financially stable and responsible to perform this Project.

Attach to this application a letter from your Surety (with current power-of-attorney for the person signing for the Surety), addressed to the Owner regarding this Project and responding to the following:

- a. If you are awarded a construction contract for the Project, will your Surety furnish 100% Performance and Payment Bonds for the contract?
- b. Is your Surety duly authorized to issue construction contract performance and payment bonds in the State of Alabama?
- c. What is your Surety's rating by the A. M. Best Company?
- d. What is your Surety's bonding capacity according to the current Federal Trade Register?
- e. What is the largest single project bond that your Surety has furnished for your firm during the past five years?
- f. What is the aggregate bonding capacity authorized by your Surety for your firm?

FINANCIAL

- a. What was your average annual volume (total billings for work completed during calendar year) for the past three years?

\$ _____ Per Year

- b. What is your firm's current backlog (total value of work under contract remaining to be completed)?

\$ _____

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PREQUALIFICATION REQUIREMENTS**

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c. What is the value of your firm's present total bonded jobs.

\$ _____

SIMILAR PROJECTS CONSTRUCTED

Attach a listing of at least two (2) Similar Projects as required that you have constructed (completed) during the past five years. Projects can be used if prospective contractor was a subcontractor. For each of the projects provide:

- a. Name and location and complete description of each project including scopes
- b. Owner, owner's representative, and telephone number
- d. Names of your Project Manager
- e. Date completed
- f. Bid amount, Final Contract amount, and change order amounts, with cost overruns and why
- g. The contract time as bid, actual time to complete project and completion date, with an explanation of time overrun, if any.
- h. Any claims, disputes, or litigation by or against the Contractor/Owner.

LISTING OF PAST AND CURRENT PROJECTS

- a. Past Projects
Attach a listing of all projects involving meter changeouts, which you have completed during the past five years. Provide the information in a through h above for each project.
- b. Current Projects
Attach a listing of all projects currently in progress involving meter change changeouts. Provide the information in a through h above for each project.

PROJECT STAFF EXPERIENCE

Name and provide the resumes of your current employees who you will have available for assignment to the project staff if you are the successful bidder. As a minimum, include the following staff positions, providing an organizational chart for clarity of position titles:

- Onsite Manager (Direct contact person who will be onsite during the project)
- Project Manager (home-office person to whom the Onsite Manager Reports)
- Home-office Executive or Principal in charge

On, or with, each resume identify the project(s) listed in the Prequalification Criteria on which the individual obtained an experience item. For the positions of Onsite Manager and Project

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PREQUALIFICATION REQUIREMENTS**

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Manager, you may name and provide the resumes of two or more employees who will be available for assignment to the project staff. List all projects which he/she worked on of similar nature of the proposed project.

FAILURE TO COMPLETE WORK

- a. Within the last five years, has your firm failed to complete any work awarded to it?
(If Yes, attach a written explanation.) Yes No
- b. Within the last five years, has the firm been involved in liquidated damages or has a claim prepared by an attorney or claims consultants, excluding routine change orders? (If Yes, attach a written explanation.) Yes No
- c. Within the last five years, has the firm been involved in litigation against Owner or Engineering firms? (If Yes, attach a written explanation.) Yes No
- d. Are there any judgments, claims, arbitration proceedings or suits pending or outstanding against your firm or its officers or Owners? (If Yes, attach a written explanation.) Yes No

Submit a complete listing of all current or past litigation occurring between any prior project owners or clients, contractors or sub-contractors and/or suppliers that occurred during the last five years.

ON BEHALF OF THE APPLICANT, the undersigned certifies that the information provided herein is true and sufficiently complete so as not to be misleading.

By _____
Signature

Date _____

Typed or Printed Name and Title

Sworn and subscribed before me this _____ day of _____, 2019

Notary Public

End of Section 00250

**SHELBY COUNTY WATER SERVICES METER CHANGEOUT PROJECT
PROJECT MANUAL TABLE OF CONTENTS**

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DIVISION 00 - PROCUREMENT AND CONTRACTING REQUIREMENTS

000010	Project Manual Table of Contents
000040	General Conditions
000050	Supplementary Conditions
000200	Invitation to Bid
000201	Instructions to Bidders
000202	Bid Requirements
000250	Prequalification Requirements
000300	Proposal Form and Sample Bid Bond
001010	Project Summary
001020	Project Notes
001025	Cost Reporting and Payments
001028	Change Order Procedures
001200	Project Meetings
001310	Construction Schedules

Contract Documents and Forms

- Sample Public Works Contract
- Appendix A: Meter Location Map
- Appendix B: Water Service Details

DIVISION 01 – GENERAL REQUIREMENTS

011000	Standard Specifications for Meter Changeout
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END OF TABLE OF CONTENTS

SHELBY COUNTY WATER SERVICES METER CHANGEOUT PROJECT**PROPOSAL FORM AND SAMPLE BID BOND****SECTION 000300 – Page 8 of 11**

ITEM	QUANT	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
9	100	Each	2" Backflow Preventer Replacement	\$ _____	\$ _____
10	100	Each	3/4" Curb Stop Replacement	\$ _____	\$ _____
11	50	Each	1" Curb Stop Replacement	\$ _____	\$ _____
12	1	Each	2" Curb Stop Replacement	\$ _____	\$ _____
13	100	Each	3/4" PRV Replacement	\$ _____	\$ _____
14	100	Each	1" PRV Replacement	\$ _____	\$ _____
15	5	Each	2" PRV Replacement	\$ _____	\$ _____
16	1	Each	Owner Directed Allowance	\$ 50,000	\$ 50,000
17	1	Lump Sum	Start-Up, Testing, Clean-up, and Use of Water Improvements	\$ _____	\$ _____

TOTAL OF BASE BID

\$ _____