

## **ADDENDUM NUMBER 3**

### **SHELBY COUNTY WATER SERVICES METER CHANGEOUT PROJECT**

#### **1. Revisions to Project Manual**

1.1 The following revisions are hereby added as Addendum No. 3 to the referenced Project Manual and shall be considered when preparing bids.

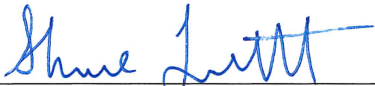
1.1.1 Section 000250 – Prequalification Requirements Page 5 of 7 requested Bonding Information from the surety of the prospective bidders. This portion of the Prequalification Requirements has been Omitted.

1.1.2 Section 000250 – Prequalification Requirements deadline has been extended. Any questions, comments, or objections regarding prequalification materials must be received by **September 2<sup>nd</sup>, 2025 by 5:00 pm**. Prequalification packages will be due to our office no later than **Thursday, September 4<sup>th</sup>, 2025 at 4:30 pm**.

#### **2. Questions**

2.1 Given that the prequalification was not included in the original proposal, could we get an extension for submitting the Prequalification?

2.1.1 Given that the prequalification was excluded from the original proposal, Shelby County Water services will be extending the prequalification deadline through **Thursday, September 4<sup>th</sup>, 2025, at 4:30 pm**.



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 4, 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**

---

**SECTION 000250 – Page 2 of 7**

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 **September 2, 2025 by 5:00 pm**. Emails may be sent to Shane Lovett at [slovett@shelbyal.com](mailto: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.

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

---

**SECTION 000250 – Page 3 of 7**

**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: \_\_\_\_\_

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

---

**SECTION 000250 – Page 5 of 7**

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:

---

---

---

---

**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 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.

**SECTION 000250 – Page 7 of 7**

**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 \_\_\_\_\_, 2025

Notary Public

End of Section 00250