



## **Request for Proposals (RFP) Advanced Metering Infrastructure (AMI) Water Meter System**

The City of Kirksville, Missouri (City), requests proposals from qualified firms to furnish, install, and place into service a citywide Advanced Metering Infrastructure (AMI) water meter system, including water meters, communication endpoints, network infrastructure, head-end software, installation, training, and ongoing support. The City has approximately 7,979 water meters. The City will accept proposals until 4:00 p.m. local time on Friday, October 9, 2026, at:

City of Kirksville

TO: Mandy Ledford, City Clerk  
mledford@kirksville.gov

RE: AMI Water Meter System RFP

Questions regarding this Request for Proposals should be directed to Adam Dorrell, Director of Public Works, via email at [adorrell@kirksville.gov](mailto:adorrell@kirksville.gov). Answers will be provided directly to the inquiring firm and will be accessible to all interested parties. Should a change in this RFP be necessary, such change will be posted as an amendment under the open bids section of the City's website at [www.kirksville.gov](http://www.kirksville.gov).

The City retains the right to amend this Request for Proposals at any time up to and including the day of submission. The City reserves the right to waive any irregularities and/or reject any and all submittals. The City is under no obligation to award a contract to any submitting firm. The City shall not be responsible for any costs incurred in the preparation, submittal, and presentation of proposals. All materials submitted shall become the property of the City and shall be subject to the laws and regulations relating to the disclosure of public information. No guarantee of privacy or confidentiality is offered or implied.

The award will be made to the firm whose proposal and project approach are deemed most advantageous to the City of Kirksville, all factors considered.

## **I. Project Information**

The City of Kirksville is a municipality in Adair County, Missouri, with a population of approximately 18,000. The City operates water and sanitary sewer utilities. Water is treated at the City's surface-water treatment plant and distributed to City water customers. The City has approximately 7,979 water meters.

As part of a proactive asset-management and metering-modernization strategy, the City seeks a qualified firm to furnish and install a complete AMI water meter system that will replace the City's existing meters with high-accuracy, remotely readable meters and provide a communications network and software platform capable of hourly reads, alarms, and analytics. Through this project, the City intends to:

- Improve billing accuracy and low-flow capture
- Reduce non-revenue water
- Enable remote reads, leak detection, and tamper alerts
- Support customer service and conservation programs
- Reduce manual meter reading and field visits

The City's billing system is Tyler Technologies' ERP PRO (Incode). The proposed AMI software must integrate with, or export usage data to, ERP PRO (Incode) — at minimum through an acceptable export file (CSV and fixed-width text).

## **II. Scope of Work**

The successful proposer shall provide all labor, equipment, software, and services required to deliver a fully functional, city-wide AMI water metering system. The City is seeking a turnkey solution. This section states the City's functional requirements; proposers should describe how their proposed system meets each and may propose alternatives where they offer better value.

### **A. Water Meters**

Proposed meters shall meet or exceed the following minimum requirements:

- Sizes to cover the City's inventory
- High-accuracy measurement suitable for potable water metering, with strong low-flow capture
- Lead-free and compliant with applicable AWWA and NSF/ANSI 61 & 372 standards
- Suitable for the range of installation conditions found in the City's system
- Long-service-life design with a minimum 20-year accuracy and battery-life warranty for residential meters (see Section V)

Proposers shall state the meter technology offered (e.g., solid-state/ultrasonic/electromagnetic, or mechanical) and explain its accuracy, longevity, and maintenance characteristics.

### **B. Endpoint / Meter Functions**

Endpoints shall support, at a minimum:

- Hourly consumption reads (24 reads per day) with local data storage
- Continuous-flow (leak) detection
- High-flow, reverse-flow, and empty-pipe alarms
- Tamper detection
- Low-battery alerts

### **C. Communications Network – Architecture Open**

The City is not prescribing a single network architecture. Proposers may propose a fixed-base radio network, a cellular-direct (per-endpoint) network, a hybrid of the two, or another proven approach. For whatever architecture is proposed, the proposal shall clearly describe:

- The overall network design and how data travels from the meter to the City’s head-end
- Any City-provided infrastructure required (e.g., collector/base-station sites, power, backhaul, tower or building access)
- The backhaul method(s) used to connect collectors or endpoints to the head-end, and any recurring communications charges
- Coverage, redundancy, and failover characteristics
- All recurring or subscription costs associated with the architecture over a 20-year period (to be carried into the Price Proposal Form)

Because ongoing cost varies widely between architectures, proposers must ensure that every recurring cost of their proposed approach is captured in the Price Proposal Form so the City can compare proposals on a total-cost basis.

Propagation Study. All proposers shall include a preliminary RF propagation (coverage) study for the City’s service area with their proposal. For fixed-base or hybrid networks, the study shall identify anticipated collector/base-station locations, projected coverage and read success, and any City-provided sites or infrastructure assumed. For cellular-direct networks, the study shall demonstrate expected carrier coverage, signal strength, and read success across the City’s service area. The study is informational and will be used by the City to evaluate the reliability of the proposed design; the estimated quantities in the Price Proposal Form are fixed and will not be adjusted based on the study.

### **D. Data & Software**

The proposed system shall provide:

- A head-end and meter data management platform (cloud-hosted or City-hosted — state which)
- Consumption visualization, alarm dashboards, and user-defined reporting
- Integration with, or export to, Tyler ERP PRO (Incode) as described in Section I

### **E. Ownership & Management Options**

If the proposer offers more than one ownership or management model — for example, a City-owned system versus a fully vendor-managed (network-as-a-service) model — the proposer should describe and separately price each option offered so that the City can evaluate them on equal footing.

## **F. Optional Remote Shut-Off Meters**

The City may elect to equip a portion of its meters with an integrated remote shut-off valve (and, if available, reduced-flow mode and pressure/temperature sensing). Proposers shall provide separate add-on pricing for these meters on the Price Proposal Form.

## **G. Installation**

The proposer shall provide a project schedule and trained installers; remove and dispose of old meters; install new meters and endpoints; perform testing and validation; and document serial numbers and meter locations. GPS coordinates of each meter shall be provided for integration into the City's GIS system.

Meter locations vary across the City. Meters are located in pits, basements, crawl spaces, garages, and other settings. For this proposal, estimated meter quantities have been broken into "pit" and "indoor/other" categories (see Attachment A). The contractor shall schedule installation appointments when access to a building or secured area is required, provide advance notice to customers, document all access attempts, and promptly report inaccessible, unsafe, or obstructed meter locations to the City. Contractor personnel shall carry City-approved identification and comply with all City requirements governing customer contact, entry onto private property, property protection, and conduct while onsite. No contractor shall enter an occupied building without the consent of an authorized occupant or other lawful authority."

The proposer shall exercise care to avoid damage to public and private property during installation and shall be responsible for repairing or restoring any damage caused by its work. The proposer shall investigate, respond to, and resolve any property-owner or renter claim of damage arising from the installation for a period of thirty (30) days following the installation at that property, and shall maintain a record of all such claims and their resolution available to the City upon request.

## **H. Training & Support**

The proposer shall provide operator, billing, and customer-service training; complete system documentation; warranty support; and ongoing technical support. Describe what is included and any recurring support costs.

# **III. Submittal Format**

To facilitate review and comparison, proposals shall be organized in the order below. They shall be limited to no more than twenty (20) pages, excluding the Price Proposal Form, images, and graphs. At a minimum, the following shall be provided:

1. Company qualifications and experience
2. System architecture description (including proposed network approach)
3. Meter specifications
4. Communications network design
5. Preliminary RF propagation (coverage) study
6. Software features and integration approach

7. Installation plan and project schedule
8. Training and support
9. Warranty terms
10. References (Section IV)
11. Completed Price Proposal Form (Attachment A)

Each proposer shall submit its proposal as a PDF document by the deadline stated on the cover of this RFP. Proposals shall be formatted suitable for printing on 8.5" × 11" paper and delivered by email to [adorrell@kirksville.gov](mailto:adorrell@kirksville.gov). A duly authorized individual must sign the proposal, and the proposal shall state the name of the primary contact for the proposer.

## IV. Experience & References

Proposers shall provide at least five (5) references of water utilities using the proposed system that has been installed or supported by the proposer for over five (5) years. Of these, at least two (2) shall be communities of similar size to Kirksville, at least one (1) shall be located in the State of Missouri, and at least one (1) shall use Tyler Technologies as their utility billing system. For each reference, include the utility's size, how many endpoints are deployed, how long the system has been in operation, and a current contact.

## V. Warranty Requirements

Minimum warranty coverage:

| Component                        | Required Warranty               |
|----------------------------------|---------------------------------|
| Meters (residential)             | ≥ 15 years (20 years preferred) |
| Batteries                        | ≥ 15 years                      |
| Communication endpoints          | ≥ 15 years                      |
| Network / base-station equipment | ≥ 1 year                        |
| Head-end software                | Included with service/license   |

Meters shall maintain applicable AWWA accuracy standards for the warranty period.

## VI. Evaluation of Proposals

An evaluation committee will review each proposal. The award shall be made to the lowest and best proposer meeting the technical and contractual requirements; price alone shall not control. The City will consider factors including meter technology and accuracy, network reliability, software and integration, installation plan and project management, warranty and support, vendor experience, and 20-year total cost of ownership. The City may, at its discretion, request presentations before making a final selection; if selected, a firm will have twenty (20) minutes to present, followed by questions, with the project lead delivering the presentation. Interviews may be held in person or via Zoom or MS Teams at the presenter's discretion.

## **Schedule of Events**

The City has developed the following anticipated schedule. Dates are subject to change.

- Proposal submission deadline — October 9, 2026
- Finalists selected — October 21, 2026
- Presentations (if needed) — Week of November 1
- Project award — November 23, 2026
- Estimated completion — December 1, 2027

## **VII. Terms & Conditions**

### **A. Governing Law & Procurement Authority**

This RFP is issued pursuant to the City of Kirksville Purchasing Policy (#31) and all applicable provisions of Missouri law. Proposals that do not meet the requirements of this RFP may be deemed nonresponsive and rejected. The City reserves the right to reject any or all proposals, waive informalities, and award in the City's best interest.

### **B. Point of Contact**

Adam Dorrell, PE, Director of Public Works, is the sole point of contact during the RFP and selection process. Direct communication with other City staff or members of the City Council regarding this RFP will constitute grounds for automatic rejection of that firm's proposal.

### **C. Insurance**

The successful proposer shall furnish proof of insurance acceptable to the City before contract execution and throughout the project. Minimum requirements:

- \$2,000,000 general liability, listing the City as Additional Insured
- \$1,000,000 Auto
- Workers' Comp – Statutory Requirements based on size/type of contractor
- \$1,000,000 Employers Liability

Failure to maintain insurance shall constitute a material breach of contract.

### **D. Performance & Payment Bonds**

In accordance with RSMo 107.170, contracts exceeding \$50,000 require bonding. The selected proposer shall provide a Performance Bond and a Payment Bond, each for 100% of the contract amount, issued by a surety licensed in Missouri and rated A- or better.

### **E. Sales Tax Exemption**

The City is exempt from Missouri and local sales taxes. Vendors shall not include sales tax in pricing; the City will provide exemption certificates as needed.

## **F. Federal Work Authorization (E-Verify)**

Pursuant to Missouri law, any contractor receiving more than \$5,000 shall provide an affidavit of participation in a federal work authorization program and proof of enrollment. Failure to provide will disqualify the proposer.

## **G. Additional Certifications**

- Debarment & Suspension — proposers must certify they are not suspended or debarred from contracting with any federal, state, or local government.
- Non-Discrimination — the contractor shall comply with all applicable federal and Missouri civil rights laws.
- Out-of-State Vendors — any corporation not domiciled in Missouri must provide a Certificate of Authority to Transact Business in Missouri before contract award.
- The selected contractor and all subcontractors will be required to obtain a City of Kirksville Business License.

## **H. Contract Execution, Payment & Non-Performance**

No contract shall be binding until approved by City Council, signed by the City Manager, verified for insurance and bonding, and supported by a purchase order issued by the Finance Department. Unauthorized work performed before contract execution is at the vendor's sole risk. Payment shall be made only after goods and services are delivered, inspected, and approved, and invoices conform to contract terms. Any change in scope, price, or schedule must be approved in writing by the City Manager or City Council as required; no oral modifications are valid. On non-performance, the City may invoke the performance bond, procure replacement services and charge the contractor, and/or terminate for default; remedies are cumulative.

## **I. Disputes, Records & Validity**

All procurement disputes shall be submitted in writing to the City Manager within five (5) business days; the City Manager's decision shall be final, and Missouri law shall govern. The contractor shall retain records for five (5) years and permit City audit on request. Any proposal may be withdrawn until the submission deadline; proposals not withdrawn shall constitute an irrevocable offer, for ninety (90) days, to provide the services described, or until the City has approved one or more proposals.

# Attachment A

## Price Proposal Form

AMI Water Meter System — City of Kirksville, Missouri

*All prices shall be tax-exempt and include delivery. The City has approximately 7,979 water meters. Estimated quantities below are provided for proposal comparison and may be adjusted at award. Provide meter pricing (Section A), the 3/4"-to-5/8" conversion hardware price (Section B), the optional remote shut-off add-on (Section C), and installation pricing by location setting (Section E). Include every recurring cost of the proposed architecture in Section G so proposals can be compared on a 20-year total-cost basis.*

### A. Water Meters — by Size

Note: The City intends to convert all existing 3/4" services to 5/8" meters; the 182 existing 3/4" meters, along with 103 meters of unclassified size, are included in the 5/8" quantity below (to be verified in the field). Price the conversion hardware separately in Section B.

| ID                       | Meter Size                                   | Est. Qty     | Unit Price | Extended Price |
|--------------------------|----------------------------------------------|--------------|------------|----------------|
| M-01                     | 5/8" (incl. converted 3/4" and unclassified) | 7,480        | \$ _____   | \$ _____       |
| M-02                     | 1"                                           | 209          | \$ _____   | \$ _____       |
| M-03                     | 1½"                                          | 67           | \$ _____   | \$ _____       |
| M-04                     | 2"                                           | 128          | \$ _____   | \$ _____       |
| M-05                     | 3"                                           | 57           | \$ _____   | \$ _____       |
| M-06                     | 4"                                           | 33           | \$ _____   | \$ _____       |
| M-07                     | 4" Turbo                                     | 3            | \$ _____   | \$ _____       |
| M-08                     | 6"                                           | 1            | \$ _____   | \$ _____       |
| M-09                     | 8"                                           | 1            | \$ _____   | \$ _____       |
| <b>Subtotal — Meters</b> |                                              | <b>7,979</b> |            | \$ _____       |

### B. 3/4"-to-5/8" Conversion Hardware

Per-service hardware (spacer/adaptor and any fittings), including all labor to install, required to set a 5/8" meter in an existing 3/4" setting.

| Item                                                | Unit Price      | Est. Qty | Extended Price |
|-----------------------------------------------------|-----------------|----------|----------------|
| 3/4"→5/8" conversion hardware & labor (per service) | \$ _____        | 182      | \$ _____       |
| <b>Subtotal — Conversion Hardware</b>               | <b>\$ _____</b> |          |                |

### C. Remote Shut-Off — Per-Meter Add-On (Optional)

Additional price PER METER, on top of the base meter price in Section A, to furnish a meter equipped with an integrated remote shut-off valve. The City may elect any quantity; leave quantity blank.

| Item                                          | Add-On Unit Price |
|-----------------------------------------------|-------------------|
| Remote shut-off valve — add-on per 5/8" meter | \$ _____          |

| Item                                        | Add-On Unit Price |
|---------------------------------------------|-------------------|
| Remote shut-off valve — add-on per 1" meter | \$ _____          |

#### D. Network & Software

| Item                                                                               | Price           |
|------------------------------------------------------------------------------------|-----------------|
| Network infrastructure (base stations/collectors/antennas/backhaul, as applicable) | \$ _____        |
| Head-end / MDMS software (initial license or setup)                                | \$ _____        |
| System configuration & integration (incl. Tyler ERP PRO / Incode)                  | \$ _____        |
| Training                                                                           | \$ _____        |
| <b>Subtotal — Network &amp; Software</b>                                           | <b>\$ _____</b> |

#### E. Installation — by Location Setting

Install labor varies by meter setting. Provide a unit install price for each setting below; quantities are estimated. All endpoint installation shall be included in the unit install price.

| ID                                        | Install Setting | Est. Qty     | Unit Install | Extended Price  |
|-------------------------------------------|-----------------|--------------|--------------|-----------------|
| L-01                                      | Pit / Tile      | 1,686        | \$ _____     | \$ _____        |
| L-02                                      | Crawlspace      | 847          | \$ _____     | \$ _____        |
| L-03                                      | Indoors / Other | 5,446        | \$ _____     | \$ _____        |
| <b>Subtotal — Installation by Setting</b> |                 | <b>7,979</b> |              | <b>\$ _____</b> |

*"Indoors / Other" comprises basement, garage, utility room/closet, kitchen, bathroom, under-stairs, under-building, inside-house, and unclassified settings.*

#### F. Additional Installation & Commissioning

| Item                                      | Price           |
|-------------------------------------------|-----------------|
| Testing & commissioning                   | \$ _____        |
| Other (explain)                           | \$ _____        |
| <b>Subtotal — Additional Installation</b> | <b>\$ _____</b> |

## G. Recurring / Ongoing Costs (Annual)

List every recurring cost of the proposed solution — including any per-meter cellular or network subscription, software hosting, and support. These figures are carried into the 20-year total-cost comparison.

| Item                                                      | Annual Cost     |
|-----------------------------------------------------------|-----------------|
| Software hosting/maintenance                              | \$ _____        |
| Network/communications (incl. per-meter cellular, if any) | \$ _____        |
| Ongoing support                                           | \$ _____        |
| Warranty extension (if any)                               | \$ _____        |
| Other (explain)                                           | \$ _____        |
| <b>Subtotal — Annual Recurring</b>                        | <b>\$ _____</b> |

|                                                                                                  |                 |
|--------------------------------------------------------------------------------------------------|-----------------|
| <b>TOTAL UP-FRONT PROJECT COST (A + B + D + E + F; remote shut-off per Section C as elected)</b> | <b>\$ _____</b> |
| <b>20-YEAR RECURRING COST (Section G × 20)</b>                                                   | <b>\$ _____</b> |
| <b>20-YEAR TOTAL COST OF OWNERSHIP</b>                                                           | <b>\$ _____</b> |

Firm / Proposer: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_