

# BID PROPOSAL

Water Meter Replacement

## City of Blaine

10801 Town Square Drive NE

Blaine, MN 55449

July 16<sup>th</sup>, 2018

## KEEPING DRINKING WATER SAFE FOR INDUSTRIES AND MUNICIPALITIES

For over 30 years, HydroCorp has specialized in cross-connection control, legionella prevention, potable water system safety, and regulatory and corporate compliance. From Fortune 100 firms to small businesses, metropolitan centers to rural villages, we help protect the drinking water for companies and communities across the United States.

**HYDR CORP.**  
THE SAFE WATER AUTHORITY™

Cross-Connection Control /

Backflow Prevention

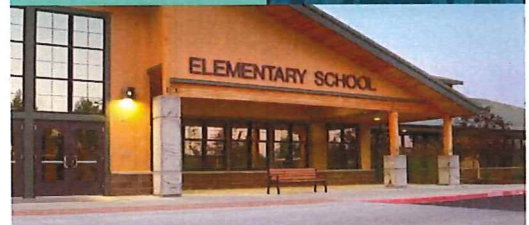
Water Meter Change Out & Installation  
Services

Legionella Prevention & Control

Water System Surveys / Flow Diagrams

Pipe System Mapping & Labeling

Regulatory Compliance Assistance /  
Documentation



### MINNESOTA OFFICE

8530 Eagle Point Blvd., Suite 100

Lake Elmo, MN 55402

800.315.4305 TOLL FREE

612.638.6802 PHONE

### PROJECT CONSULTANT:

Gary McLaren

phone # 262.951.0059

gmclaren@hydrocorpinc.com



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## 1. PROJECT WORK PLAN

### 1.1. Goals of the water meter replacement process

- Cost effectively replace water meters while onsite replacing meter radios. (Project 16-16)
- Provide quality water customer care throughout the project.
- Create an accurate record and data exchange of each meter replaced and new meter installed.

## 2. SCOPE OF WORK

### 2.1. Project Summary

HydroCorp is currently under contract to replace Water Meter Radios for Project 16-16. The City has approximately 2,000 residential service connections with meters that have over 2 million gallons or more in passing measurement. An additional 6,000 meters have between 1 to 2 million gallons or more in passing measurement through each of them.

#### HydroCorp to provide the following services:

- A. Install new water meter, associated fittings and gaskets as provided by the City while onsite replacing the Water Meter Radio (Project 16-16).
- B. HydroCorp reserves the right to determine safe operating condition of water shut off control valves prior to performing any meter replacement work. Control valves appearing to be in questionable condition or potentially leaking/prone to failure will be required to be replaced or repaired at the cost of building owner prior to any meter upgrade work being performed by HydroCorp. Curb stop shutoff by Utility Staff may be an option if available at a mutually agreed time between Water Utility Technician, HydroCorp Technician and Homeowner.
- C. Document in electronic format; relevant identification numbers and meter readings of each existing and new meter installed by HydroCorp. Digital images of each existing in place meter and new replacement meter are included within each meter record.
- D. Retrieve all new meters, wiring materials, fittings and gaskets as provided by the City on a daily basis during normal working hours. Any additional materials necessary for replacements will be an additional fee. New meters will be available in a designated area at the water meter shop.
- E. HydroCorp Technician shall verify activation of each meter installed, re-establish water supply and verify full water pressure at nearest tap for 30 seconds.
- F. Reported leaks at meter junction or service control valve within 24 hours (Monday–Friday) after meter replacement will be addressed within a 24-hour period of notification to HydroCorp.
- G. Deliver removed (old) meters and transmitters to a designated area of the water meter shop on a daily basis. City to provide all necessary equipment for signal test and activation of Sensus Meter





## 3. BACKGROUND

### 3.1. The HydroCorp Promise

HydroCorp is the Safe Water Authority.™ It is our duty to provide the most precise and comprehensive technical services in the industry. It also means delivering those services with expert knowledge, professionalism, and sensitivity to budgets and schedules – the highest standard of water safety oversight, combined with the highest value.

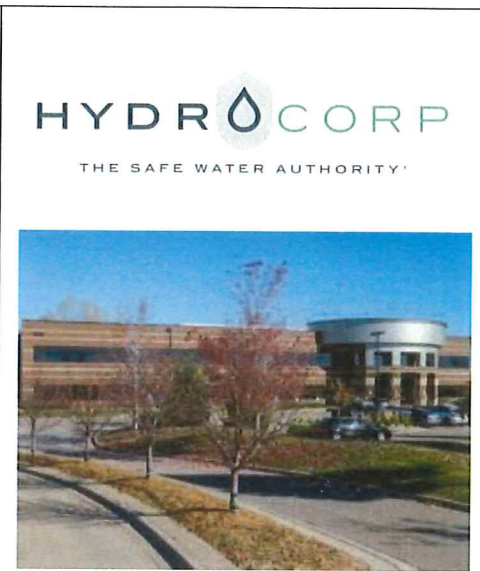
### 3.2. Company Overview

- Founded in 1983 and incorporated in 1988.
- The firm has grown from two employees to a staff of over 60 full time associates in multiple states. Average tenure with the company is 7 years and employee turnover is less than 10%.
- HydroCorp Conducts over 30,000 on site, Cross-Connection Control Inspections *annually*.
- HydroCorp provided Cross-Connection Control Program Management Services to over 240 communities in several states including: Michigan, Wisconsin, Delaware, Maryland, Virginia, Florida and Minnesota. We still have our first customer!
- Our highly trained staff works in an efficient manner in order to achieve maximum productivity and keep program costs affordable. We have a detailed **system** and **process** that each of our field inspectors follow in order to meet productivity and quality assurance goals.
- Our municipal services team is committed to providing outstanding customer service to the water users in each of the communities we serve. We teach and train customer service skills in addition to the technical skills since our team members act as representatives of the community that we service.
- Our municipal inspection team has attended training classes and received certification from the following recognized Cross Connection Control Programs: UF TREEO, UW-Madison, USC – Foundation for Cross Connection Control and Hydraulic Research, American Backflow Prevention Association (ABPA), and American Society for Sanitary Engineering (ASSE). We invest heavily in internal and external training with our team members to ensure that each Field Service and Administrative team member has the skills and abilities to meet the needs of our clients.
- Our administrative staff can answer most technical calls related to the water meter replacement program and have attended basic cross-connection control training classes.
- HydroCorp staff and company are active members in many water industry associations including:
  - American Water Works Association (AWWA) | AWWA – Minnesota Chapter
  - National Rural Water Association (NRWA) | Minnesota Rural Water Association
  - American Public Works Association (APWA)
- HydroCorp is not a Plumbing Company and does not utilize existing staff to perform backflow prevention assembly testing, repair or plumbing related services.



### 3.3. Office Address & Contact Information

<b>Regional Office:</b>	HydroCorp – Minnesota Office 8530 Eagle Point Blvd., Suite 100 Lake Elmo, MN
<b>Contact:</b>	Gary McLaren
<b>Telephone:</b>	612.638.6802 or 262.951.0059
<b>Email:</b>	<a href="mailto:gmlaren@hydrocorpinc.com">gmlaren@hydrocorpinc.com</a>
<b>Corporate Office (Remit to Address):</b>	HydroCorp – Corporate Office 5700 Crooks Rd., Ste. 100 Troy, MI 48098
<b>Telephone:</b>	800.690.6651 or 248.250.5000
<b>Legal Status:</b>	S-Corporation   E.I.D. 38-2810008



MN Office (Above) Corporate Office (Below)





## 4. PROJECT MANAGEMENT PERSONNEL

**DAVE CARDINAL** | *Vice President, Operations, Municipal Division*

Dave has over twenty years' experience as a water professional and has a successful record of accomplishments in the cross-connection control industry. Experienced in program development, project management, developing and conducting employee education and training programs, developing and instructing State certified education and training classes, quality assurance, customer service, and client satisfaction. Experience, Training, Certifications:

- American Backflow Prevention Association (ABPA), MI Chapter, Vice President
- American Society of Sanitary Engineering (ASSE) Series 5000 Proctor
- American Society of Sanitary Engineering (ASSE) Standard #5110 Certified Backflow Prevention Assembly Tester – Certification #26905
- Michigan Certified Backflow Prevention Assembly Tester Certification – 2010, Certification #MPMCA-26905
- Dale Carnegie – Management Training for Managers 2005
- University of Florida – TREEO Center -Cross Connection Program Management Certification
- University of Southern California Foundation for Cross-Connection Control and Hydraulic Research – Backflow Prevention Assembly Tester, 1997

**Scott Mitchell** | *Operations Manager, Midwest Region - Municipal Division*

Scott has been a member of the HydroCorp team since 2012. Previously, he held numerous positions with West Bend Water Utility since 1986 including Plant Operator, Computer Control Supervisor, Water Superintendent and acting Water Manager. He currently oversees operational and administrative services for cross-connection control and water meter installation programs in the HydroCorp Midwest Region. Scott has had extensive training in computer science at Moraine Park Technical College in Fond du Lac, WI and has experience in PLC programming and controls systems. In addition, Scott holds the following certifications:

- WI DNR Operators Certificate – Grade 1, #21756
- WI Cross Connection Control Tester License – #1408089
- ASSE 5120 Cross Connection Control Surveyor Certification – 3056





**TYLER YANG** | *Project Manager, Water Meter Installation, Municipal Division*

Tyler manages a team of three water meter installers and oversees all water meter installation projects throughout the company. He has completed over 10,000 water meter installations of various meter manufacturers (Neptune, Kamstrup, Sensus) and previously was the lead meter installer overseeing a crew of 10 for a one of nation's leading waterworks suppliers.

Tyler takes great pride in his work and enjoys interacting with homeowners and answering any questions they may have during the change-out process. He also performs Cross-Connection Control inspections to ensure hazardous connections to drinking water supplies are eliminated.

- ASSE #5120 Certified Cross Connection Control Surveyor
- Associate's degree in Law Enforcement from Rasmussen College in Brooklyn Park, MN

**Program Administration and Water Customer Care Team**

<b>Ryan Hensley</b>	ASSE 5150 Program Administration Manager	800.690.6651 ext. 5026
<b>Kathy Smagghe</b>	Program Administrator	800.690.6651 ext. 5033
<b>Nancy Essers</b>	Water Customer Appointments	800.315.4305



## 5. REFERENCES –COMMERCIAL AND INDUSTRIAL PROGRAM CLIENTS

### 5.1. Previous Water Meter Replacement Projects:

- a) City of La Crosse – Cross Connection Program & Meter Replacement Appointments  
400 La Crosse St, La Crosse, WI 54601  
Mark Johnson, Water Utility Manager, [johnsonm@cityoflacrosse.org](mailto:johnsonm@cityoflacrosse.org) | 608.789.7536
- b) City of Hudson Water Utility – Meter Replacement Program  
505 Third St. Hudson, WI 54106  
Kip Peters, Manager [kpeters@ci.hudson.wi.us](mailto:kpeters@ci.hudson.wi.us) | 715.386.4760
- c) City of Prescott – Meter Replacement Program  
800 Borner St. Prescott, WI 54021  
Tom Early, Utility Foreman, [tearly@prescottcity.org](mailto:tearly@prescottcity.org) | 715.262.5544
- d) City of Glendale- Meter Replacement Program  
5909 North Milwaukee River Parkway Glendale, WI 53209  
Shawn Lanser, Finance Director, [S.Lanser@glendale-wi.org](mailto:S.Lanser@glendale-wi.org) | 414.228.1700
- e) City of Weston, WI - Meter Replacement Program  
5500 Schofield Avenue Weston, WI 54476  
Keith Donner, DPW Director : [kdonner@westonwi.gov](mailto:kdonner@westonwi.gov) 715.241.2610
- f) City of Dover, MN - Meter Replacement Program  
106 N. Chatfield St. Dover, MN 55929  
Marv Ihrke DPW Director [ihrkemarv@gmail.com](mailto:ihrkemarv@gmail.com) | 507.932.4648





## 6. LETTER OF REFERENCE – EXHIBIT A



800 Borner St. Prescott, WI 54021 Phone 715-262-5544

November 10, 2016

Hydro Corp, Inc.  
5700 Crooks Road, Suite 100  
Troy, MI 48098

RE: Meter installations and Cross Connection Surveys

DJ Schneider  
Tony Averbeck  
Sandy Redlin  
Nancy Essers  
Tyler, Chris, Matt & Jerry,

I want to thank all of you for the work you have done and continue to do for the City of Prescott.

Our project of installing new water meters and performing cross connection surveys at the same time for all 1893 accounts in the City went extremely well. The pre-planning and appointment scheduling by Hydro Corp was key to a smooth and efficiently run project. It was evident from phone calls received at City Hall that the professional and courteous staff at Hydro Corp made it easy for our customers to help make the project run well. This was especially noticeable when we reduced the project completion time frame from 9 months to 90 days. This was possible because of the excellent way Hydro Corp planned for and performed our project with well-trained installers. While a bit hectic at times, it was worth it to have the project finished and behind us quickly. The flexibility Hydro Corp had to digitally collect extra field information for us while on site was instrumental in helping update our GIS and meter reading mapping software. I would recommend Hydro Corp to anyone contemplating a meter or cross connection program.

Sincerely,

Hank Zwart  
Director of Public Works  
800 Borner St  
Prescott WI 54021



### 7. CONTRACT PRICING

Existing Meters to be replaced

\*\*\*Unit Price:

Total Price

Qty.

\*2,000 Replace 3/4" Meters with 2M+ Gallons with new meter..... \$59.00..... \$118,000.00

\*\*6,000 Replace 3/4" Meters with 1M- 2M Gallons with new meter..... \$55.00..... \$330,000.00

Meter locations that require an alternate appointment and postal notice (example faulty valve)... \$85.00

Due to this scope of work being performed within Project 16-16, no additional bonding will be provided.

\*Completion date of October 31, 2019.

\*\* Completion date of February 28 , 2020.

\*\*\* This pricing is in addition to radio replacement costs within project 16-16

Signature of Person Submitting Proposal: Gary McLaren

Gary McLaren

Company/Title: Regional Sales Manager, Minnesota Office HydroCorp

Date: July 16<sup>th</sup>, 2018

Submitted by: HydroCorp – Minnesota Regional Office | 8530 Eagle Point Blvd., Suite 100 | Lake Elmo, MN 55402

Gary McLaren | 262-951-0059 [gmclaren@hydrocorpinc.com](mailto:gmclaren@hydrocorpinc.com)

Accepted by:

X \_\_\_\_\_  
City Representative (Signature) Date \_\_\_\_\_

Print Name: \_\_\_\_\_

X \_\_\_\_\_  
City Representative (Signature) Date \_\_\_\_\_

Print Name: \_\_\_\_\_