

Request for Proposal RFP No. 497-2025 Supply of Advanced Meter Infrastructure and Water Meter Solution

Thank you for joining us. The meeting will begin shortly.

Proponents Meeting
Virtual Meeting
September 9, 2025

Land Acknowledgement

I would like to acknowledge that we are in Treaty One Territory, the home and traditional lands of the Anishinaabe (Ojibwe), Ininew (Cree), and Dakota peoples, and in the National Homeland of the Red River Métis. Our drinking water comes from Shoal Lake 40 First Nation, in Treaty Three Territory.

Agenda

- Introductions
- Schedule A and NRFP
 - Description of Project
 - Contact Person
 - Request for Information (RFI)
 - Timelines
 - Background
 - RFP Process Stages
 - Documents
 - Confidentiality Agreement
 - Weighting for Components
 - Contract Term and Extensions
- Schedule B
 - Conditions of Award
 - Affordability Threshold
- Schedule C
 - Intent to Bid
 - Proposed Solution
- Schedule D
 - Pricing Form
- Attachment 1
 - Statement of Work
- Questions and Answers

Notes

- This session will be recorded.
- If any statements from this presentation disagree with statements in the RFP, the RFP will take precedence.
- Responses provided to questions asked today are only binding if issued via addendum.
- Presentation questions will be answered at the end of the presentation. Please utilize the MS Teams “raise hand” icon to indicate a question. Other questions must be submitted through Merx.
- The presentation, names and companies, and Q&A's will be posted on MERX.

Introductions

City of Winnipeg

Duy Doan

Project Manager

Kaylyn Crocker

Bid Opportunity Document and Construction Services Specialist

Corinne Evason

Procurement Coordinator

Diameter Services

Joel Carty

President

Darlene McNichol

Senior Director

Schedule A – Data Sheet

A1.01- Description of Goods and/or Services

- The City is seeking Bids from qualified Proponents to implement an Advanced Metering Infrastructure (AMI) System including provision of:
 - an AMI data collection network with city-wide coverage,
 - the supply of AMI Radio Transmitters, and
 - the supply of AMI compatible non-mechanical water meters, and
 - the provision of a fully-functional AMI Software, storage and analysis software and associated training and ongoing maintenance and support and training services following system acceptance.
- The Installation of the water meter products will be procured through a different RFP that will be release in the next month or two.

Schedule A – Data Sheet

A1.01- Description of Goods and/or Services

- The Work shall be completed across the City's service territory.
- The AMI meter reading system requires functionality to support the City's goals and objectives.
- The Goods and/or Services will include and shall be provided in accordance with Schedule B – High Level Business Goals, Attachment 1 Proposed Statement of Work (SOW) and Schedule D – Pricing Proposal.

Schedule A – Data Sheet

A2.02 - Background Information

(1) Background

- The City provides water and wastewater services to approximately 220,000 metered connections
- Approximately 97% of water meters are direct read (non-encoder, non-pulser) and installed indoors.
- Industrial, commercial and institutional (ICI) meters are read by meter readers on a quarterly basis. Residential customers provide quarterly readings and the Water and Waste Utility attends each meter to obtain a company read annually.

Schedule A – Data Sheet

A2.02 - Background Information

(3) Project History

- 2022 – RFP for Professional Consulting Services for an Advanced Water Metering Solution (AMS) Business Case.
- 2023 – Council approved the project and related business case with an AACE Class 3 capital cost estimate of \$135,000,000:
- 2024 - RFP for Professional Consulting Services for Water Meter Renewals – Advanced Metering System (RFP 399-2024) and selected and negotiated a final agreement with Diameter Services Inc to perform procurement, project management and organizational change management services for the remaining duration of the project.

Schedule A – Data Sheet

A2.02 - Background Information

(4) Assumptions

- Procurement of the Installation Services will take place through a separate RFP and will occur in conjunction with this RFP.
- Data Collector to be owned by The City, but serviced and maintained by a successful AMI Supply Contractor.
- Water Meters shall be non-mechanical meters for all water meter sizes.

Schedule A – Data Sheet

A1.03- Contact Person and Requests for Information

Contact Person is: Darlene McNichol, Senior Director, Diameter Services

The Contact Person may be contacted via email or phone:

Email: dmcnichol@diameterservices.com

Phone: 289-971-5427

NRFP

Proponents are required to submit all questions and other communications regarding the RFP Documents, the RFP Process, and their Proposals in writing to the contact person named in Schedule A – Data Sheet (the “Contact Person”) using the communication method specified in Schedule A – Data Sheet. During the RFP Process, Proponents shall contact the City only through the Contact Person.

NRFP

Section 4 – The RFP Process

4.1 Requests for Information (RFI)

- submitting questions or requests for clarifications or information
- submit all RFIs through MERX using MERX Q&A (Question and Answer) functionality and in accordance with the deadlines set out in the Schedule A – Data Sheet;
- The City will respond to RFIs using MERX Q&A functionality and in accordance with the schedule set out in Schedule A – Data Sheet.

4.2 Addenda/Changes to the RFP Documents

- The City will issue each Addendum at least two (2) Business Days prior to the deadline for any stage or will provide at least two (2) Business Days by extending the deadline for each respective stage.

Merx Documents

Time Left to Bid

13d 18h 32m

?

Notice

Categories

Amendments

Documents10

Q & A

Document Request List41

Audit

SaveFollowingAsk Question

Questions & Answers


Question Acceptance Deadline 2025/09/11 05:00:00 PM EDT (6d 22h 32m)

Closing Date 2025/09/18 01:00:00 PM EDT (13d 18h 32m)

Expand AllCollapse All

No ▲	Question/Answer	Question Date
Q1	<div>▼ Question: Intent to Bid Form</div> <div>To clarify, can you please confirm the sign-off requirements for the Intent to Bid? If the lead proponent has authorized partner organizations, are those partners permitted to sign off on intent to bid also or is the sign-off strictly limited to the chosen single proponent itself at this stage?</div> <div>▼ Answer:</div> <div>If the partner organizations will be equally responsible for the work and share liability with the lead Proponent, then yes they can be included on the Intent to Bid Schedule C. If the authorized partner organizations are subcontractors as per the definition stated in Schedule F, then no they should not be included on Intent to Bid Schedule C. If authorized partner organizations are indeed a solution vendor as per the definition stated in Schedule F, then the Solution Vendors information can be included on Schedule C 4.2.</div>	2025/09/02 01:03:01 PM EDT

Amendment No. 1

File	Size	Uploaded Date	Pages	Language
 497-2025_Notice_01(PDF).pdf	17 Kb	2025/08/29 10:57:24 AM EDT	2	English

Schedule A – Data Sheet

A2.01 – Stage 1 Timeline

Issuance of RFP Documents

August 27th, 2025

Registration Deadline for Proponents Meeting

September 3th 2025 at 4:00 PM CT.

Proponents Meeting

September 9th, 2025 at 2:00 PM CT

Deadline for Proponents to submit RFIs

September 11th, 2025 at 4:00 PM CT

Deadline for City to post RFI responses

September 15th, 2025 at 4:00 PM CT

Intent to Bid Deadline

September 18th, 2025 at 12:00 noon CT

Deadline to submit confidentiality agreement

September 18th, 2025 at 12:00 noon CT

Anticipated date range for Stage 2 – Written Response

November 13th, 2025

Anticipated date range for Stage 3 – Demonstration

December 11th, 2025

Anticipated Stage 4 – Pricing Proposal Submission Deadline

January 5th, 2026 at 12:00 noon CT

Anticipated Stage 5 – Negotiations Proponent selection

February 19th, 2026

NRFP

Section 3 – RFP Process Stages

3.1 Overview

3.1.1 The RFP Process will proceed in the following five stages:

- (a) Stage 1 – Intent to Bid;
- (b) Stage 1.5 – Additional Screening
- (c) Stage 2 – Short List;
- (d) Stage 3 – Demonstration;
- (e) Stage 4 – Pricing Proposal; and
- (f) Stage 5 – Negotiations.

as described in further detail in this Section 3 - RFP PROCESS STAGES.

NRFP

Section 3 – RFP Process Stages

	Stage 1 Intent to Bid	Stage 1.5 Additional Screening	Stage 2 Short List	Stage 3 Demonstration	Stage 4 Pricing Proposal	Stage 5 Negotiations
	Posting on MERX	Additional Screening Form <i>Optional stage at the City's discretion</i>	Interview / Written Response <i>Optional stage at the City's discretion</i>	Scripted Demo <i>Optional stage at the City's discretion</i>	Pricing Proposal	Negotiation
Documents to Post/Reference	- RFP Documents	Additional Screening Form	<ul style="list-style-type: none"> - Detailed City Objectives and Requirements (sent to Proponents who have moved to Stage 2 in advance) - Any related questions (either as an Interview Script or Request for Written Response) or clarifications for Proponents (as written addenda or Q&A responses on MERX) 	<ul style="list-style-type: none"> - Demo Scripts (sent to Proponents who have moved to Stage 3 in advance) 	- RFP Documents	- Contractual Documents as determined by negotiation process
Proponent Deliverables	- Intent to Bid (Schedule C)	Questionnaire form to be completed by Proponents if more Proponents submit an Intent to Bid Form than are permitted to proceed to Stage 2 per Schedule A - Data Sheet	<ul style="list-style-type: none"> - If using the Interview process: no written documents to submit, however Interview will be recorded - If using the Written Response process: provide a written response in the designated format 	<ul style="list-style-type: none"> - No documents to submit - Provision of solution demo via video-conference - Demo will be recorded 	<ul style="list-style-type: none"> - Pricing Form (including pricing model) - Pricing Proposal Submission Form 	- Contractual Documents as determined by negotiation process

Non-Binding Process

- The process is non-binding, meaning no contract is formed at this stage. There is no Contract A created.
- Proponents may withdraw their submissions at any time during the process (RFP section 7.3).
- The purpose of the this NRFP process is to find a negotiations proponent (RFP section 1.1.4).

NRFP

Section 2 – The RFP Documents

SECTION 2 - THE RFP DOCUMENTS

2.1 Request for Proposals Documents

2.1.1 The Request for Proposals documents (the “RFP Documents”) are:

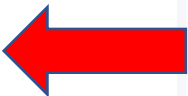
- (a) the Request for Proposal (the “RFP”);
- (b) Schedule A – Data Sheet;
- (c) Schedule B – High Level Business Goals;
- (d) Schedule C – Intent to Bid Form;
- (e) Schedule D – Pricing Form;
- (f) Schedule E – Pricing Proposal Submission Form;
- (g) Schedule F – Standard Legal Terms (including all related schedules, appendices and attachments thereto) (the “Standard Legal Terms”);
- (h) Addenda to the RFP Documents, if any.

The Attachments to this RFP are:

- (i) Attachment 1 Proposed Scope of Work
- (j) Attachment 2 Metered Addresses
- (k) Attachment 3 City Facilities
- (l) Attachment 4 Integration Design Document
- (m) Attachment 5 Service Area Map

Original Solicitation			
File	Size	Uploaded Date	Pages
 497-2025-NRFP.pdf	576 Kb	2025/08/27 11:11:00 AM EDT	36
 497-2025 NDA Form.pdf	115 Kb	2025/08/27 11:11:05 AM EDT	3
 497-2025_NRFP_Schedule_A-Data_Sheet.pdf	374 Kb	2025/08/27 11:11:17 AM EDT	12
 497-2025_NRFP_Schedule_B-High-Level-Business_Goals.XLSX	48 Kb	2025/08/27 11:11:23 AM EDT	43
 497-2025-NRFP-Schedule_C-Intent_to_Bid_Form_(Fillable).pdf	179 Kb	2025/08/27 11:11:30 AM EDT	4
 497-2025_NRFP_Schedule_D-Pricing_Form.xlsx	111 Kb	2025/08/27 11:11:35 AM EDT	37
 497-2025-NRFP-Schedule_E-Pricing_Proposal_Submission_Form.pdf	117 Kb	2025/08/27 11:11:40 AM EDT	2
 497-2025_NRFP_Schedule_F-Final_Agreement_Template.pdf	437 Kb	2025/08/27 11:11:43 AM EDT	40
 497-2025_NRFP_Attachment_1-Proposed_Scope_of_Work.pdf	589 Kb	2025/08/27 11:11:52 AM EDT	53

 [497-2025 NDA Form.pdf](#)



Schedule A – Data Sheet

A2.21- Confidentiality Agreement

Proponents are required to execute a confidentiality agreement to obtain the following documents:

- a. 497-2025_NRFP_Attachment_2-Metered_Addressed.xlsx
- b. 497-2025_NRFP_Attachment_3-City_Facilities.xlsx
- c. 497-2025_NRFP_Attachment_4_Integration_Design_Document
- d. 497_2025_Attachment_5-Service Area Map

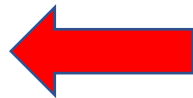
APPENDIX A – NON-DISCLOSURE AGREEMENT

NON-DISCLOSURE AGREEMENT

To register, please complete and return this Non-Disclosure Agreement to:

TO:

The City of Winnipeg
Attn: Kaylyn Crocker
KCrocker@winnipeg.ca



Schedule A – Data Sheet

A2.15 - Weighting for Components of Overall Score

Component of Overall Score	Weight
Stage 1 – Short List	75%
Stage 1.5 – Additional Screening (if applicable)	
Stage 2 – Written Response	
Stage 3 – Demonstration	
Stage 4 – Pricing	25%

Schedule A – Data Sheet

A3.01- Contract Term and Extensions

Contract Service Details	
Capital Expenditure (CAPEX) Proposed Contract Length	Q2 2026 – Q2 2030
Number of mutually agreed one-year extensions	None
Anticipated contract start date	Q2 2026
Operating Expenditure (OPEX) Proposed Contract Length	Q2 2026 – Q2 2031
Number of mutually agreed extensions	Three 5-Year extensions
Anticipated contract start date	Q2 2026

Schedule B – High Level Business Goals

General Scope / Conditions of Award

- B0.2 – The City intends to use Attachment 1 – Proposed Statement of Work as the starting point for negotiating the final SOW that will be part of the final agreement in Stage 5.
- B03 – The Negotiations Proponent **shall** meet the **Conditions of Award** to the satisfaction of the City.

Schedule B – High Level Business Goals

Affordability Threshold

- B1 – The City's Affordability for the Goods and / or Services is:
Purchase of Supply and installation of AMI network, radio transmitters, water meters, software, implementation, software licensing and AMI network Services 2026-2030.
- Threshold \$71,000,000 Excluding taxes

Schedule C – Intent to Bid Form

C1 Intent to Bid

- C1.2 - We confirm that we are able to meet the City's Procurement Objectives as set out in the RFP (including Schedule B – High Level Business Goals and Schedule A – Data Sheet) to the RFP, including
 - (a)the City's objectives for the Goods and/or Services;
 - (b)the City's Conditions for Award; and
 - (c)the City's Affordability Threshold.

Schedule C – Intent to Bid Form

C4 Proposed Solution

C4.2 Please provide the name of the Proposed Solution. If the Proponent is not the Solution Vendor, please also provide the name of the Solution Vendor.

No ▲	Question/Answer	Question Date
Q1	<p>▼ Question: Intent to Bid Form</p> <p>To clarify, can you please confirm the sign-off requirements for the Intent to Bid? If the lead proponent has authorized partner organizations, are those partners permitted to sign off on intent to bid also or is the sign-off strictly limited to the chosen single proponent itself at this stage?</p> <p>▼ Answer:</p> <p>If the partner organizations will be equally responsible for the work and share liability with the lead Proponent, then yes they can be included on the Intent to Bid Schedule C. If the authorized partner organizations are subcontractors as per the definition stated in Schedule F, then no they should not be included on Intent to Bid Schedule C. If authorized partner organizations are indeed a solution vendor as per the definition stated in Schedule F, then the Solution Vendors information can be included on Schedule C 4.2.</p>	2025/09/02 01:03:01 PM EDT

Schedule D – Pricing Form

Overview

Attachment 1 – Proposed Statement of Work

Attachment 1 - Proposed Statement of Work
RFP No. 497-2025

497-2025 NRFP Attachment 1
PROPOSED STATEMENT OF WORK (SOW)

Table of Contents

1. Project Management	5
1.1 Project Phases	5
1.1.1 All Phases	5
1.1.2 Phase 1 – Startup	5
1.1.3 Phase 2 – Proof of Concept (POC)	5
1.1.4 Phase 3 – Installation and Deployment	6
1.1.5 Phase 4 – Close Out	6
1.2 Submittal Approvals	6
1.2.1 Types of Submittals	6
1.2.2 Submittal Process	7
1.3 Software Configuration and Integration	8
1.3.1 System and Interface Requirements	8
1.3.2 Type of Data Transfer	9
1.4 User Acceptance Testing	9
1.4.1 Testing Plan	9
1.4.2 Types of User Acceptance Testing	9
1.4.3 General User Acceptance Test Requirements	10
1.4.4 User Acceptance Test Responsibilities	10
1.4.5 User Acceptance Test Documentation	10
1.4.6 Use Case Results and Deficiencies	11
1.4.7 Specific User Acceptance Test Requirements	12
1.5 Acceptance	12
1.5.1 Acceptance Categories	13
1.6 AMI and Water Meter Project Management	14
1.6.1 Project Plan	14
1.6.2 Supply Contractor Project Manager	14
1.6.3 Supply Contractor Performance Evaluation	15
1.6.4 Personnel Changes	15
1.6.5 AMI Equipment Storage	15

Page 1

Attachment 1 – Proposed Statement of Work
RFP No. 497-2025

1.6.6 AMI Project Meetings	15
1.6.7 Project Management Documentation	
1.7 Completion Definitions	
1.7.1 AMI Network Deployment Tracking	
1.7.2 Project Completion	
1.7.3 Read Success Rate	
1.7.4 AMI Network Coverage	
1.8 Products and Services Delivery Timelines	
1.9 AMI Interface Requirements	
1.9.1 AMI and City Systems Architecture Diagram	
1.9.2 Anticipated AMI Interfaces	
1.10 Training	
1.10.1 Training for IT Admin, Billing, and Customer Service Pe	
1.10.2 Training for City of Winnipeg Metering Employees	
1.11 Product Support Requirements	
1.11.1 Local Distributor	
1.11.2 Product Representative	
1.11.3 Product Ordering	
1.11.4 Product Delivery Duration	
1.11.5 Product Delivery	
1.11.6 Partial Shipments	
1.11.7 Late Shipment Damages	
1.11.8 Digital Meter File	
1.11.9 Product Investigating and Testing	
1.11.10 Return Merchandise Authorization (RMA)	
1.11.11 Post Project Support	
2. AMI System	
2.1 AMI System	
2.2 AMI Radio Transmitter	
2.2.1 Innovation, Science and Economic Development Canada	
2.2.2 General	
2.2.3 Environmental Requirements	
2.2.4 Encoder Compatibility	
2.2.5 Enhanced Encoder Features	

Page 2

Attachment 1 – Proposed Statement of Work
RFP No. 497-2025

2.2.6 AMI Radio Transmitter Mounting Options and Equipment	27
2.2.7 AMI Radio Transmitter Labelling	27
2.2.8 Wire	27
2.2.9 Read and Transmission Frequency	27
2.2.10 Alerts and Flags	
2.2.11 Radio Transmitter Life Expectancy	
2.2.12 Cellular Radio Data Costs	
2.2.13 Radio Transmitter Warranty	
2.2.14 Mass Failure	
2.3 AMI Network	
2.3.1 Type of Network	
2.3.2 Third-Party AMI Network	
2.3.3 Compliance with ISED regulations and Local Heights	
2.3.4 Network Propagation	
2.3.5 Data Collection Equipment	
2.3.6 Data Collector Installations	
2.3.7 AMI Network Service	
2.4 Software	
2.4.1 General Software Requirements	
2.4.2 Software as a Service (SaaS) Applications	
2.5 AMI Software	
2.5.1 General Requirement	
2.5.2 Utility User Functionality	
2.5.3 Data Interfaces	
2.5.4 Reporting	
2.5.5 Meter Groups	
3. Water Meter Supply	
3.1 General Water Meter Requirements	
3.1.1 Complete Assembly	
3.1.2 Acceptable Water Meter Standards	
3.1.3 Manufacturer Facilities	
3.1.4 NSF 372 Compliant Products	
3.1.5 Water Meter Main Case Composition	
3.1.6 Water Meter Serial Number	

Page 3

Attachment 1 – Proposed Statement of Work
RFP No. 497-2025

3.1.7 Meter Bolts	50
3.1.8 Test Certificate	50
3.1.9 Digital File	50
3.1.10 Manufacturing Defects	50
3.2 Residential and Small Commercial Meters	50
3.2.1 Meter Size and Lay Length	51
3.2.2 Residential and Small Commercial Meter Warranty	51
3.3 Institutional, Commercial, and Industrial (ICI) Water Meters (Large Meters)	51
3.3.1 Meter Size and Lay Length (LL)	51
3.3.2 Meter Connections	51
3.3.3 ICI Water Meter Warranty	51
3.4 Encoder Registers	51
3.4.1 Acceptable Standards	51
3.4.2 Unit of Measure	52
3.4.3 Acceptable Encoder Protocols	52
3.4.4 Additional Encoder Data Flags	52
3.4.5 Reading Resolution	52
3.4.6 Encoder Programmability	52
3.4.7 Labelling	53
3.4.8 Leak Indicator	53
3.4.9 Submersible	53
3.4.10 Wiring and Terminal Screws	53

Page 4

Questions and Answers

Request for Proposal RFP No. 497-2025

Supply of Advanced Meter Infrastructure and Water Meter Solution

Additional contact information

Darlene McNichol, Senior Director, Diameter Services

Email: dmcnichol@diameterservices.com

Phone: 289-971-5427

