

# REQUEST FOR QUALIFICATIONS

## **Village of Ashcroft – UNIVERSAL WATER METERING PROJECT**

Submissions clearly marked **ASHCROFT WATER METER PROJECT** will be received no later than **5:00 pm, PST, August 26, 2025**.

Prequalification Instructions, Prequalification Forms, and addenda (if any) will only be distributed electronically in digital format (PDF) through the tendering website at: <https://bcbid.gov.bc.ca/>. All addenda, amendments or further information will be published on this website. It is the sole responsibility of the Proponent to monitor the website regularly to check for updates. Information will be available online on or after **August 5, 2025**.

The equipment to be supplied generally consists of, but is not limited to, the following:

- **Supply and installation of water meters for Single Family Residential, Multi-Family Residential, Institutional, Commercial and Industrial customers.**
- **Supply and installation of a complete AMI reading system**
- **Provision of meter data management software for the proposed AMI reading system**
- **Training and ongoing technical / customer support**

All inquiries regarding the documents should be directed to:  
Danielle Goodwin, Urban Systems Ltd.  
Email: [dgoodwin@urbansystems.ca](mailto:dgoodwin@urbansystems.ca)



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**VILLAGE OF ASHCROFT**  
**PREQUALIFICATION**  
**VILLAGE OF ASHCROFT – WATER METER PROJECT**  
**EQUIPMENT SUPPLY – UNIVERSAL WATER METERING**

**PREQUALIFICATION OF SUPPLIERS**

**1. INSTRUCTIONS TO PROPONENTS**

**1.1 Purpose and Legal Effect**

- .1 The purpose of this document is to obtain qualification submissions from equipment suppliers interested in performing all work necessary to provide the following equipment and services for the Village of Ashcroft (Village):
  - Supply and installation of water meters for single family residential, multi family residential, Institutional, Commercial and Industrial customers;
  - Supply and installation of a complete AMI reading system;
  - Provision of meter data management software for the proposed AMI reading system;
  - Training and ongoing technical / customer support.
- .2 No contractual obligations shall arise between the Village and any person or proponent as a result of the Village's request for the submission of qualifications or the making of any submission to the Village in response to this request. The contents of these Prequalification Instructions are statements of the Village's intention only and are not promises (contractually binding or otherwise) on the part of the Village. By making a submission, a proponent specifically waives and releases the Village from any and all costs, charges, liabilities, claims, or damages that may arise or be sustained by a proponent, including arising from or related to any actual or alleged unfair or unequal dealings between the Village and any proponent, or other party, or in any other way arising from or related to this request for submission of qualifications.

**1.2 Prequalification Submission**

- .1 All submissions will be received only through email to:

Danielle Goodwin  
Urban Systems Ltd.  
[dgoodwin@urbansystems.ca](mailto:dgoodwin@urbansystems.ca)

Email subject line must be "Ashcroft Water Meter Project".  
Late submissions will not be reviewed.

All submissions must be in English and must include the completed prequalification form.

- .2 All submissions must include the executed submission form (titled Prequalification – Submission Form) in PDF format. No other documentation submitted will be reviewed as part of the evaluation process.
- .3 It is the responsibility of each interested proponent to ensure that its submission is received by the date and time and at the email address indicated above or they will not be accepted.
- .4 Submissions will not be publicly opened. Submissions shall be considered to be subject to S. 21(1) of the Freedom of Information and Protection of Privacy Act, British Columbia, (the "Act") and will not be disclosed to other respondents or third parties, subject to the provisions of Part 5 of the Act.
- .5 The Village of Ashcroft may modify this prequalification document by issuing addenda to BCBid.

#### **1.4 Additional Information from Submitting Proponents**

- .1 The Village may request additional information or clarifications from any proponent making a submission.

#### **1.5 Interpretations and Modifications of Prequalification Documents**

- .1 Submit all questions regarding the Prequalification Documents by email to:

Danielle Goodwin  
Urban Systems Ltd.  
[dgoodwin@urbansystems.ca](mailto:dgoodwin@urbansystems.ca)
- .2 If a proponent discovers any ambiguity, inconsistency or error discovered upon examination of the Prequalification Documents then it shall immediately notify the person identified in paragraph 1.5.1 of these Prequalification Instructions.

#### **1.6 Prequalification Evaluation and Selection**

- .1 The Village intends to evaluate the submissions from interested proponents, with the criteria listed below. The Village will consider the criteria listed below and shall have the sole and unfettered discretion to award up to the maximum number of points for each of the criteria listed.

The criteria, and the maximum and minimum number of points for each of the criteria, are noted below.

| <b>EQUIPMENT SUPPLIER PREQUALIFICATION</b>    |            |
|---|------------|
| Evaluation as provided by Village of Ashcroft |            |
| <b>BASE CRITERIA</b>                          | Pass/Fail  |
| Language – English                            |            |
| Submission Received On Time                   |            |
| Complete Prequalification Form                |            |
| <b>COMPANY EXPERIENCE AND SERVICE</b>         |            |
| Western Canada Installations                  | 30         |
| Availability of Service                       | 30         |
| SUBTOTAL (min. req: 40)                       | <b>60</b>  |
| <b>REFERENCES</b>                             |            |
| Reference Review                              | 40         |
| SUBTOTAL (min. req: 25)                       | <b>40</b>  |
| <b>TOTAL</b>                                  | <b>100</b> |

- .2 Only proponents that successfully qualify based on the minimum criteria herein will be invited and permitted to submit proposals for this project.
- .3 The Village is entitled to exercise its sole and unfettered discretion to select the number of proponents to participate in the subsequent proposal process and may also, at its sole and unfettered discretion, reject any and all submissions and waive irregularities and informalities.
- .4 The Village shall not be obligated to proceed with any subsequent proposal process, in its sole and unfettered discretion without cost or penalty.
- .5 For clarity and without limiting any other provision of these Prequalification Instructions, this prequalification process shall not obligate the Village to proceed with a proposal call.
- .6 Prequalification Review Committee – Evaluation will be carried out by a team as determined by the Village.

## **1.8 Prequalification Process Schedule**

- .1 A Request for Proposal for the water meter equipment and services is expected to be issued in September 2025 and close in October 2025.
- .2 Award of the project is expected to occur January 2026.
- .3 Water meter equipment installation is expected to be completed by Spring 2027.

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## PREQUALIFICATION – SUBMISSION FORM

### PREQUALIFICATION FOR THE FOLLOWING PROJECT:

#### **Village of Ashcroft – BC Water Meter Pilot Project**

THE UNDERSIGNED PROPONENT (the “Proponent”) has prepared this submission of qualifications to the Village of Ashcroft (“Village”) for the role of equipment supplier for the above project.

IN MAKING THIS SUBMISSION, THE PROPONENT ACKNOWLEDGES AND AGREES AS FOLLOWS:

- (i) The Village’s Request for Qualifications is not a request for binding offers or tenders and no contractual obligations shall arise between the Village and the Proponent as a result of the making of this submission to the Village and, without limiting the foregoing, the Village is in no way obligated to select the Proponent for inclusion in any call for proposals with respect to the above project.
- (ii) The Proponent shall be solely responsible for any and all costs and expenses incurred by it in preparing this submission. By making a submission, a proponent specifically waives and releases the Village from any and all costs, charges, claims, or damages that may arise or be sustained by a proponent, including arising from or related to any actual or alleged unfair or unequal dealings between the Village and any proponent, or other party, or in any other way arising from or related to this request for submission of qualifications.

Name of  
Proponent:

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Address:

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SIGNED, this \_\_\_\_\_ day of \_\_\_\_\_, 2025

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(Print or Type Name of Proponent)

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(signature of Authorized Signatory for Proponent)

## PROPONENT'S QUALIFICATION STATEMENT

This document is intended to provide information on the Proponent's capacity, skill, and experience. Only the content included within these forms will be reviewed.

### PROJECT

Project Title: Village of Ashcroft – Water Meter Pilot  
Project Number: 1093.0063.02  
Location: Ashcroft, BC

### SUBMITTED BY

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

### COMPANY INFORMATION

#### 1. Legal Structure

Company Name: \_\_\_\_\_  
Year Established: \_\_\_\_\_  
Corporation, Partnership, Joint Venture, Sole Proprietor, Other: \_\_\_\_\_

#### 2. Number of Permanent Full Time Employees over the Past Three (3) Years

| Year | Number of Employees |
|------|---------------------|
| 2023 |                     |
| 2024 |                     |
| 2025 |                     |

### PROJECT EXPERIENCE

1. Experience and Service (Appendix A).
2. Comparable Project Installations Completed – **Three Required** (Appendix B).

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**APPENDIX A**  
***Experience and Service***

**Number of water meter installation  
projects in Western Canada completed  
by company in past 10 years:** \_\_\_\_\_

(Each project must consist of 100 water meters or more)

**Location(s) of technical support services:** \_\_\_\_\_

**Location(s) service technicians would  
travel from:** \_\_\_\_\_

**Number of service technicians available:** \_\_\_\_\_

**Average service response time:** \_\_\_\_\_

**Location of nearest parts supplier:** \_\_\_\_\_

## APPENDIX B

### ***Comparable Project Installations Completed***

**Project 1 Title:** \_\_\_\_\_

Location: \_\_\_\_\_

Date Project  
Completed: \_\_\_\_\_

Project Value (\$): \_\_\_\_\_

Project Manager: \_\_\_\_\_

Equipment  
Supplied: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Project 2 Title:** \_\_\_\_\_

Location: \_\_\_\_\_

Date Project  
Completed: \_\_\_\_\_

Project Value (\$): \_\_\_\_\_

Project Manager: \_\_\_\_\_

Equipment  
Supplied: \_\_\_\_\_  
\_\_\_\_\_

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

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Project 3 Title:** \_\_\_\_\_

Location: \_\_\_\_\_

Date Project  
Completed: \_\_\_\_\_

Project Value (\$): \_\_\_\_\_

Project Manager: \_\_\_\_\_

Equipment  
Supplied: \_\_\_\_\_  
\_\_\_\_\_

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

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

Contact Person(s): \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_