
HILTON HEAD NO. 1 PUBLIC SERVICE DISTRICT

REQUEST FOR QUALIFICATIONS (RFQ)

Meter Replacement Services and Budgetary Pricing Information

Issue Date: 10/08/2026

Response Due Date: 11/10/2026

1. INTRODUCTION

Hilton Head No. 1 Public Service District ("District") is seeking qualifications and budgetary pricing information from experienced contractors capable of performing water meter replacement services and related field activities.

The District is currently evaluating alternatives for implementation of a large-scale meter replacement initiative and seeks information regarding contractor qualifications, staffing resources, project delivery methods, installation capacity, scheduling, and budgetary pricing.

This solicitation is intended solely for planning and evaluation purposes. The District has not yet determined whether meter replacement services will be performed utilizing District personnel, contractor services, or a combination thereof.

This RFQ is not a Request for Proposals (RFP) and does not obligate the District to procure services.

2. DISTRICT BACKGROUND

The District currently operates:

- Approximately 13,750 metered water services
- Sensus FlexNet AMI system
- Sensus SmartPoint endpoint infrastructure
- Sensus iPerl and OMNI metering technologies

The District anticipates replacement of approximately 3,500 meters.

The anticipated meter population includes primarily:

- 3/4-inch residential meters (approximately 67%)
- 1-inch residential and commercial meters (approximately 33%)

The District's objective is to evaluate alternatives capable of completing the majority of the replacement program within approximately twelve (12) months.

The District anticipates supplying:

- Water meters
 - SmartPoints/endpoints
 - Meter programming information
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3. PROJECT OVERVIEW

The District seeks information regarding contractor experience and budgetary pricing associated with:

Meter Replacement Services

Typical services may include:

- Removal of existing meter
- Installation of District-supplied replacement meter
- Reconnection or installation of SmartPoint endpoint
- Functional testing
- Meter reading verification
- Asset documentation
- Customer coordination

Ancillary Field Services

The District regularly encounters field conditions requiring additional work, including:

- Residential dual-check valve replacement
- Meter box raising and adjustment to grade
- Meter box replacement
- Meter lid replacement
- Location of buried meter boxes
- Location of buried water services
- Excavation and exposure of buried meter boxes
- Minor site restoration

Contractors should identify their ability to perform these services and provide associated budgetary pricing.

4. DISTRICT SYSTEMS AND DOCUMENTATION REQUIREMENTS

The District utilizes computerized work order and asset management systems to manage field operations. Contractors should assume that all work performed under any future agreement may be assigned, tracked, documented, and closed utilizing District systems.

Respondents shall indicate:

- Experience utilizing utility-owned work order systems
- Ability to utilize District-issued devices
- Ability to utilize contractor-owned devices accessing District systems
- Required training
- Additional costs associated with utilizing District systems

Electronic Data Collection

Respondents shall indicate their ability to electronically collect and document:

- Meter serial number
- SmartPoint serial number
- Meter reading at removal
- Meter reading at installation
- Installation date and time
- GPS coordinates
- Technician identification
- Dual-check information
- Meter box condition
- Customer notes
- Before and after photographs
- Work order completion status

Reporting Requirements

Respondents should describe their capability to provide:

Daily Reporting

- Meters replaced
- SmartPoints replaced
- Dual checks replaced
- Meter box adjustments
- Buried meter locations
- Outstanding issues

Weekly Reporting

- Production statistics
 - Project completion percentage
 - Schedule status
 - Customer concerns
 - Safety incidents
 - Open work orders
-

5. QUALIFICATIONS

Provide the following information:

Company Information

- Company name
- Business address
- Primary contact
- Years in business
- Licensing information
- Insurance coverage

Relevant Experience

Describe experience with:

- Water utility meter replacement programs
- AMI systems
- Sensus iPerl meters
- Sensus SmartPoint endpoints
- Utility customer communications
- Similar projects completed within the past five years

Provide a minimum of three utility references.

Staffing and Resources

Provide:

- Number of available crews
 - Typical crew composition
 - Earliest availability
 - South Carolina service capability
 - Project management resources
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6. PRODUCTION CAPACITY

Please provide:

- Typical daily production per crew
- Monthly production capacity
- Annual production capacity
- Ability to complete approximately 3,500 replacements within 12 months
- Recommended staffing approach
- Recommended number of crews

Please identify assumptions used in developing production estimates.

7. BUDGETARY PRICING REQUEST

The District requests budgetary pricing under the following scenarios.

SCENARIO 1 – DEDICATED INSTALLATION CREW

Provide pricing for one dedicated installation crew.

Include:

- Crew composition
- Daily production estimate
- Weekly cost
- Monthly cost
- Annual cost

Provide separate pricing for two dedicated crews if available.

SCENARIO 2 – ACCELERATED REPLACEMENT PROGRAM

Provide a budgetary proposal to replace approximately 3,500 meters within twelve (12) months utilizing District-supplied meters and SmartPoints.

Include:

- Proposed crew count
 - Production assumptions
 - Estimated schedule
 - Total estimated project cost
 - Significant assumptions
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SCENARIO 3 – TURNKEY PROGRAM (OPTIONAL)

Respondents may provide an alternative turnkey proposal that includes:

- Scheduling
- Customer notifications
- Route coordination
- Meter replacement services
- Ancillary field services
- Project management

Provide:

- Estimated schedule
 - Services included
 - Budgetary project cost
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8. ANCILLARY SERVICE PRICING

Provide budgetary unit pricing for:

Service	Unit Pricing
Residential dual-check replacement	\$ _____
Meter box adjustment	\$ _____
Meter box raise-to-grade	\$ _____
Meter box replacement	\$ _____
Meter lid replacement	\$ _____
Buried meter location	\$ _____
Excavation/exposure of buried meter box	\$ _____
Minor restoration	\$ _____

Alternative pricing methods may be submitted.

9. PROJECT DELIVERY FLEXIBILITY

Respondents shall indicate:

- Minimum contract duration requirements
 - Ability to scale staffing up or down
 - Ability to add additional crews
 - Ability to complete work in phases
 - Guaranteed production capacities, if any
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10. RESPONSE REQUIREMENTS

Responses shall include:

1. Company information
2. Qualifications
3. Relevant project experience
4. References
5. Staffing information
6. Production estimates
7. Budgetary pricing
8. Ancillary service pricing

Responses should not exceed twenty (20) pages excluding resumes and references. Respondents may utilize the following Contractors Response Form.

Electronic responses are preferred.

Submit responses to:

Hilton Head No. 1 Public Service District

Attn: Pam Driskell

Email: pdriskell@hhpsd.com

11. DISCLAIMER

This RFQ is issued solely for planning and information-gathering purposes. The District reserves the right to reject all responses, seek additional information, issue a future RFP, negotiate directly with respondents, or perform all work utilizing District personnel.

CONTRACTOR RESPONSE FORM

Company Information

Company Name: _____

Address: _____

Primary Contact: _____

Email: _____

Phone: _____

Years in Business: _____

Similar Utility Projects

Utility	Location	Meters Replaced	Completion Year

Available Crews

Number of Available Crews: _____

Earliest Start Date: _____

Typical Crew Composition: _____

Scenario 1 – Dedicated Crew

One Crew

Daily Production: _____

Weekly Cost: \$_____

Monthly Cost: \$_____

Annual Cost: \$_____

Two Crews

Daily Production: _____

Weekly Cost: \$_____

Monthly Cost: \$_____

Annual Cost: \$_____

Scenario 2 – Accelerated Program

Estimated Cost to Replace Approximately 3,500 Meters Within 12 Months:

\$_____

Number of Crews Proposed: _____

Estimated Completion Time:

Major Assumptions:

Scenario 3 – Turnkey Program (Optional)

Total Estimated Cost:

\$_____

Estimated Completion Time:

Description of Services Included:

Ancillary Service Pricing

Service	Unit Price
Dual-check replacement	\$_____
Meter box adjustment	\$_____
Meter box raise-to-grade	\$_____
Meter box replacement	\$_____
Meter lid replacement	\$_____
Buried meter locate	\$_____
Excavation/exposure	\$_____
Minor restoration	\$_____

District Work Order System Experience

Have you worked within a utility-owned work order system?

☐ Yes

☐ No

Please describe:

Additional cost associated with District system use (if any):

\$ _____

Ability to Collect Electronic Data

☐ Meter serial number

☐ SmartPoint serial number

☐ GPS coordinates

☐ Meter readings

☐ Installation date/time

☐ Photographs

☐ Customer notes

☐ Work order completion status
