

CITY OF TUSCALOOSA)
STATE OF ALABAMA)

**REQUEST FOR PROPOSALS
(A18-1083)**

TO: Qualified Firms

FROM: The City of Tuscaloosa, Alabama

**RE: Request for Proposals for: Professional Services for Advanced
Metering Infrastructure System (AMI) Solution and Related
Professional Services**

DATE: September 26, 2018

**DUE DATE: Proposals are due by close of business on October 25, 2018 before
5:00 p.m. CST.**

Section 1. Introduction.

This is a Request for Proposals (“RFP”) containing information concerning the above-referenced matter, an abbreviated scope of work, and evaluation items. Firms expressing interest should be fully capable of providing the end results requested.

This is a procurement of professional services as more particularly described herein. This procurement will be conducted in a manner providing full and open competition consistent with the standards of 24 CFR § 85.36. To wit:

- a. The firm’s experience and qualifications will be evaluated primarily as they relate to the firm’s ability to **provide acquisition and implementation of an Advanced Metering Infrastructure (AMI) solution including software, hardware, implementation and training for advanced metering of water services for the City of Tuscaloosa Infrastructure and Public Service Department (Tuscaloosa IPS).**
- b. The City will make awards only to responsible firms possessing the ability to perform successfully under the terms and conditions of the procurement. Consideration will be given to such matters as firm integrity, compliance with public policy, record of past performance, and financial and technical resources. The City will require firms to execute a “Disbarment and Suspension Statement” certifying / verifying that the firm is not suspended

or disbarred or otherwise excluded under 2 CFR Section 408.220 of the government-wide non-procurement, disbursement and suspension list. This is a qualifications-based procurement of professional engineering services whereby competitors' qualifications will be evaluated and the most qualified firm will be selected, subject to negotiation of fair and reasonable compensation.

- c. Written proposals will be reviewed and rated by a panel of qualified City employees. The rating system will consist of a numerical grading system and a pass/fail grading system, as set forth in Section 3. The City may or may not elect to interview any of the responding firms.
- d. The City has exclusive and sole discretion to determine the firm whose services will be most advantageous to the City, and reserves the right to reject all firms.

The purpose of this inquiry is to determine the interest or non-interest and the qualifications of firms in providing the professional services required. A number of firms may be asked to express their interest in regard to these services in the form of a Proposal. Following the receipt of Proposals, a certain firm or firms may be selected for further consideration.

Section 2. General Scope of Services

The City of Tuscaloosa seeks the services of a professional firm which has the knowledge, experience and expertise to perform the services as requested.

The City of Tuscaloosa will provide necessary information about the service area that is the subject of this RFP in electronic format. To request a copy of this information, contact:

Cory Sudduth
Associate Director Water/Wastewater
Infrastructure and Public Services
City of Tuscaloosa
Email: csudduth@tuscaloosa.com

The project of interest is as follows:

The successful Proposer will be required to provide a turnkey AMI solution, including all software, software integration, connectivity, implementation, support, training,

documentation and other services to fulfill the requirements herein. Provide all labor, equipment, devices and materials required to deploy the AMI across all TUSCALOOSA IPS service areas. All system components shall be supplied and warranted under this Contract to be free of defects and workmanship.

TUSCALOOSA IPS intends to integrate/retrofit/replace its existing manual and Drive by Automatic Meter Reading systems with an Advanced Metering Infrastructure. The new AMI system shall be capable of supporting current and future initiatives which include but are not limited to:

- Enhanced customer service
- Increased billing accuracy
- Utilization of current City assets
- Reduction of unaccounted water loss
- Operational flexibility
- Redundant and contingency options
- Leak Detection
- Tamper notification
- Meter data management (MDM)
- Web presentation of detailed usage information for customers
- Integration with Munis Financial Software by Tyler Technologies.

Scope of Work:

- Design a communication network that will appropriately serve the entire water system.
- Utilize current City of Tuscaloosa AMI compatible assets. The City currently employs approximately 36922 5/8" through 18" AMI compatible meters. Current meters to be retrofitted may include, but are not limited to, Sensus IPerl, Sensus Omni, Sensus ICE and Sensus Electronic registers.
- Design operational dashboards for meter data management.
- Implement water service meters equipped with AMI compatible registers capable of output captured by reading devices through one or a combination of devices and technologies;
- Implement endpoint units (MTUs) shall be capable of receiving information from the meter registers and transmitting relevant information to a communicating device, including the ability for receiving data from the head end computer system for displaying, monitoring, and controlling;

- Implement data collection and control devices capable of retrieving and storing consumption and event data from designated meter population through scheduled or interactive (on-demand) reads;
- Implement mobile and handheld data collection units capable of capturing and downloading the signals from the end point units and/or data collection units;
- Implement communication technologies that provide for Scope of Work and that may include wide area network or backhauls and required interfaces for true 2-way AMI communications using cellular, wired, or other TUSCALOOSA IPS approved technologies;
- Incorporate and implement head-end computer hardware and software specifications that shall provide acquisition and storage of meter data, including interval and register reads and device events, such as tamper and diagnostic messages
- Solution shall provide integration support with other TUSCALOOSA IPS applications, including but not limited to: current version of Munis Financial Software from Tyler Technologies, Lucity CMMS and Geographic Information System (ArcGIS 10.5.1 from Esri)
- Install system, including scheduling appointments and communicating with customers;
- Complete operations and maintenance documentation of the system and its components for use by TUSCALOOSA IPS;
- Provide thorough training to TUSCALOOSA IPS personnel to operate and maintain the system;
- Support the system over its expected life under an ongoing services agreement; which will include on-site and telephone support, software patches and upgrades, and system firmware upgrades.
- Demonstrate that the AMI system successfully and accurately obtains at least 98.5% of all hourly or on-demand readings and transmits these readings to the head end computer.
- Provide system training.
- Other tasks as mutually agreed upon by the parties depending on proposed comprehensive solution.

The firm must comply with all applicable state, local, and federal regulations related to the services provided to the City. The City reserves the right, subject to negotiation and agreement, in writing, with the selected firm, to either expand or limit the scope of services as needed.

The selected firm will be required to have sufficient personnel to complete the tasks required by this scope of services. The selected firm will complete the required tasks in

a timely and efficient manner. The selected firm would be expected to enter into a contract for services based upon the firm's hourly rates and an agreed-upon not to exceed amount.

Contact Person for Questions:

Cory Sudduth
Associate Director Water/Wastewater
Infrastructure and Public Services
City of Tuscaloosa
Email: csudduth@tuscaloosa.com

Explanations desired by a Proposer shall be requested from the City in writing and if explanations are necessary, a reply shall be made in the form of an Addendum, a copy of which will be posted on the City's website for this listing at <https://www.tuscaloosa.com/bids> and also forwarded to each known Proposer. Every request for such explanation shall be in writing (email) addressed to Cory Sudduth at csudduth@tuscaloosa.com

Any verbal statements regarding same by any person prior to the award shall be considered not authoritative and not binding. Addenda issued to Proposers prior to the date of receipt of Proposals shall become a part of the RFP and Proposals shall include the work described in the Addenda. No inquiry received with five days of the date fixed for the submission of Proposals will be given consideration. Any and all such interpretations and any supplemental instructions will be in the form of written Addenda, which, if issued, shall be emailed to all prospective Proposers, not later than five days prior to the date fixed for the submission of Proposals

Section 3. Firm Qualification and Proposal Requirements

Firms interested in performing the work will be considered on the basis of a proposal containing information submitted in response to this request in a form limited to twenty (20) pages in 12-point font or larger of either Times New Roman or Arial. Front and back shall be considered 2 pages

Proposals are due by close of business on October 25, 2018 before 5:00 p.m. CST.

All proposals should be submitted in 8 ½" x 11" paper size. Each proposal shall be prepared simply and economically, providing straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this RFP. **Fancy binding and color displays other than those necessary are highly discouraged.**

Provide five (5) bound copies of Proposals to:

**Glenda Webb, City Attorney
Office of the City Attorney
City of Tuscaloosa
Post Office Box 2089
Tuscaloosa, Alabama 35403-2089
(205) 248-5140**

**Courier address:
Office of the City Attorney
2201 University Blvd.
Tuscaloosa, Alabama 35401**

The selected firm or firms must be experienced and qualified to provide the required scope of services. The firm or firms selected must have expertise related to the general Scope of Services set forth in Section 2. The following information must be submitted with the proposal on the date indicated above and in the order indicated below:

- a. Recently Completed Projects. Include three recent engineering projects or studies relevant to the project scope. Elements of recently completed projects are as follows:
 1. Name of project.
 2. Contact person for Owner/Municipality/Government Agency.
 3. Detailed Project Description. (15 points possible)

- b. Experience and Qualifications. A statement of the firm's qualifications to perform the work. The statement should include the following:
 1. The proposed personnel in the fields that the service is being requested, personnel qualifications and professional certifications, years of experience and availability to perform the work and services to be provided. Relevant experience will be judged on the basis of the experience of those individuals named to the firm's project team for this project. Please include a statement indicating the location of the office or offices where the work and services will be provided. (30 points possible)

 2. Please include a very specific statement providing examples of similar evaluations and projects performed by the firm and the time required to produce the deliverables to past industry clients. (20 points possible)

3. A statement as to whether the firm or any subcontractors are a minority or woman owned business enterprise. (5 points possible)
 4. A statement as to professional standing including any pending controversies outstanding. (Including, but limited to, mediation, arbitration, litigation- present, pending and/or in the last five (5) years that your firm was a party to.) If none exists, such a statement should be made. (Pass/Fail)
- c. Discuss the proposed approach to completing the needed services and provide a sample project plan which outlines the evaluation process. (30 points possible)
 - d. Please include a statement as to potential general conflicts of interest that would prevent the City of Tuscaloosa from entering into an agreement with your firm pursuant to this RFP. If none exists, such a statement should be made. (pass/fail)
 - e. Pricing. Provide a total present value of initial and on-going costs to acquire, install and maintain the system of 60,000 meters over fifteen (15) years. Provide a price and fee sheet that enumerates the pricing and/or hourly rates for all professional and non-professional services necessary to perform all Tasks required to deliver the city with a complete design, integrated and functional AMI meter reading program. The City of Tuscaloosa will provide necessary information about the service area that is the subject of this RFP in electronic format. (See Section 2 above to request this information about the service area). (30 points possible)
1. Indicate your prices and/or cost structure, as well as your expectations concerning reimbursement for travel, per diem expenses, photocopying, telephone lines and/or any other incidental expenses.
 2. If additional work is required beyond the scope of this contract, how would those services be billed? This may include additional presentations, tasks added after the contract, or follow-up assistance as requested. Indicate your prices and/or cost structure, as well as your expectations, concerning reimbursement of this additional work.

The City reserves the right to interview a firm or multiple firms as it sees fit. There is no guarantee that a contract award will be made pursuant to this RFP. This RFP may be modified or amended at any time and for any reason, in the discretion of the City.

END RFP.