

Request for Proposal

For

Professional Qualifications

For

THE

**Automated Meter Infrastructure Installation
and Implementation Services**

Statement of Qualifications

Accepted until 5:00 p.m. on March 5, 2021

Office of the Service Director

2310 Second Street

Cuyahoga Falls, Ohio 44221

REQUEST FOR PROPOSAL

For

PROFESSIONAL QUALIFICATIONS

Automated Meter Infrastructure Installation and Implementation Services

I. INTRODUCTION

The City of Cuyahoga Falls owns and operates a treated water distribution system serving approximately 20,000 water customers and an electric distribution system serving approximately 25,000 electric customers. The service areas for this project is essentially the incorporated area of the City of Cuyahoga Falls.

The City of Cuyahoga Falls is requesting proposals to provide the City with professional services related to the installation and implementation of two Automated Metering Infrastructure (AMI) Systems, including the installation of new electric and water meters, new Meter Transmission Units (MTU), the Aclara One system, the Badger Beacon platform, and integrating it into our Harris Innoprise billing system.

II. BASIC SCOPE OF SERVICES

The basic scope of services shall include providing tools, materials and labor to perform the following work:

This project is a full service field installation of Aclara electric meters and Badger e-series water meters, both including MTUs. Additionally, the project will include the installation and implementation of the Aclara One and Badger Beacon and integrating each into the City's utility billing system. The proposer shall identify a project manager that will have oversight of the project and provide regular and frequent communication with the City for the life of the project. The proposer shall provide written detail on an implementation plan, schedule of activities, data integration and communication with the City. The services required for this project are outlined below, however the final scope of services will be negotiated with the selected firm and may be

modified. The City will purchase the meters, MTUs, and any necessary software or hardware and this should not be included in the scope of services. The City is currently using the Aclara Star Automated Meter Reading (AMR) hosted software system and will be abandoning it when this project is complete. The City currently uses Harris Innoprise for its utility billing software and integration should take this into consideration.

III. GENERAL PROJECT PARAMETERS

Program Management

1. Design a detailed implementation plan for execution of the program that includes a schedule of activities that spans the project timeline of 2021 through 2023. The proposer shall plan for new Aclara electric meters and Badger water meters, which will be purchased separately by the City, for all City customers; integration with Aclara One and Badger Beacon and the City's billing software.
2. Provide a communication plan that identifies how customers will be notified, contact information to report problems, how work will be scheduled, and how information and issues will be communicated with the City.
3. Identify risks associated with the project and mitigation steps.
4. Provide technical and business support to assist with the integration of the metering systems during the installation process, including services to address citizen questions and concerns.
5. Warranty with the installation of the meters and accessories, including a warranty for the service components. The City will maintain the vendor's warranty with the purchase of the meters.
6. Establish Critical Measures to monitor vendor performance and project objectives.
7. Establish functional testing of the Aclara One and Badger Beacon platforms prior to mass deployment, such as Demand Reset and Remote Disconnect/Connect.

Data Integration and Training

1. Provide data integration services and implementation plans to integrate AMI data to/from other City software applications, such as utility billing and GIS.
2. Assist in the integration of the Advanced Metering Data into other systems in order to aggregate data and make it actionable.
3. Procedures for quality assurance and quality control with weekly progress reports to the City.
4. Provide a systemic approach for functionality testing of the Aclara and Badger platforms prior to mass deployment.
5. Consultant may propose additional optional items that would enhance the data integration process for a smooth transition of new meters. City may include in scope of services at the City's sole discretion. Additional scope items shall be identified separately in cost proposal and shall not be included in the base bid cost.

Field Deployment Services

1. Install, configure, and deploy all new Advanced Metering and Transmission devices. This will include all water and electric meters, both residential and commercial,
2. Install, configure, and deploy all Advanced Metering Collection Devices.
3. Utilize an electronic work order management system for work order assignment and data collection.
4. Obtain and store standard GPS coordinates for each meter/endpoint.
5. Digitally record old meter and new meter/endpoint information.
6. Provide verification that the new meters are registering properly and verify service restoration to the entire system.
7. Provide electronic change out data to utility for digital upload into billing system.

8. Provide network validation and network troubleshooting services to ensure optimal performance.
9. Provide all old meters and AMR transmitter devices to the City.
10. Provide all costs for additional services that shall be maintained throughout project (meter box reset, meter pit replacement, etc.)
11. Consultant shall meet or exceed City's COVID-19 protocol for safety of City employees, citizens, and installation staff.
12. Consultant may propose additional optional items that would enhance the data integration process for a smooth transition of new meters.
13. Consultant shall provide a project schedule in their final scope of work subject to City approval.

Minimum Mandatory Qualifications

1. Only proposals from consultants with extensive, verifiable experience in performing similar scopes of work for at least three (3) utilities in the last five (5) years having water and/or electric distribution systems similar in size or larger than the City and having a minimum of 20,000 metered accounts. In addition, the selected consultant shall provide a detailed list of other similar (in size) clients or larger and the scope of services which contractor completed upon request of the City.
2. The consultants will only be considered if they meet the criteria listed below. If they do not meet these minimum requirements, the proposal shall be deemed non-responsive and will receive no further consideration. The proposals must certify:
 - i. An absence of any previous litigation activities involving other municipal or governmental clients.
 - ii. Key personnel must have been actively involved in the management, and implementation of at least three (3) projects of 20,000 meters or more.

OBJECTIVE

The objective is to request a Statement of Qualifications (SOQ's) to select a qualified consultant to complete the services required to related to the installation and implementation of two Automated Metering Infrastructure (AMI) including the installation of new electric and water meters, new Meter Transmission Units (MTU), the Aclara One system, the Badger Beacon platform, and integrating it into our Harris Innoprise billing system. Because the services are professional services, because qualified consulting efforts could reduce the overall project cost and because the quality of the public improvements depends on the qualifications of the consultant, selection of the consulting firm will be based upon a predetermined set of weighted criteria.

1. EVALUATION CRITERIA

The following are the primary evaluation criteria the City plans to utilize to select the best-qualified firm. In addition to the evaluation criteria, the city will be looking at design and engineering experience in roadway design. Selection is very subjective in many areas and the decision of the City Administration will be final and not subject to re-evaluation by the firms submitting a Statement of Qualifications.

- Responsibility and stability – such considerations as length of time firm has been in business, length of time principals have been with firm, financial responsibility, professional liability coverage, etc.
- Experience – such considerations as other similar projects completed by the firm, similar installation projects completed by key personnel of the firm, support staff abilities, range of in-house capabilities, etc.
- Location – Such consideration as location of firm's office that will be responsible for project coordination, previous work in the general geographic area, key project personnel office location, etc. Lower project costs should result if limited travel expenses are required and better communication can be maintained which should result in a higher quality project.
- Quality of work – Such considerations as adequateness of material supplied to permit evaluation, evaluation, quality of presentation, cooperation, concern, etc.
- Time schedule and anticipated man-hours to complete the project.

The City will accept SOQ's until 5:00 pm, on Friday, March 5, 2021, at the Office of the City Service Director, 2310 Second Street, Cuyahoga Falls, Ohio 44221.

Each firm shall submit a total of five (5) copies of the SOQ's in a sealed envelope clearly marked on the outside "Statement of Qualifications for Professional Services, Installation and Implementation of AMR systems."

The City retains the option of rejecting or accepting any Statement of Qualifications. Should a firm be selected and the City can not negotiate a contract with the selected firm ranked best qualified, the City shall inform the firm in writing of the termination of negotiations and enter into negotiations with the firm ranked next best qualified. If negotiations again fail, the same procedure shall be followed with each next best-qualified firm selected until a contract is negotiated. However, the City retains the right to reject all SOQ's and initiate the process of obtaining SOQ's from qualified consultants at a later date.

VI. Statement of Qualifications

The specific format of the Statement of Qualifications (SOQ's) shall be per the responding firm's judgment. However, shall include the following data:

- a. Two-page project summary narrative defining the firm's interpretation of the scope of the project and approach to engineering and design.
- b. Project personnel organization.
- c. Firm Profile.
- d. Principal Profile.
- e. Technical Expertise Profile.
- f. General anticipated project schedule or time line.
- g. General anticipated man-hours to complete the project based on past experience.
- h. Additional pertinent information as listed above in the Minimum Mandatory Qualifications.

The City requests that, in addition to a general list of representative projects, responding firms select one or two of its completed projects of similar size and scope. The selected project shall be a project that has been completed for at least three years but no more than five years. A detailed description of services rendered, the name, mailing address and phone number of the client's project manager, and the name and mailing of the general contractor.

The responding firms are also requested to provide a proposed project team that will most likely work on this project. Members should include personnel from the partner down to the engineer-in-training level. Sub-professional: level

employees not providing a significant role on the project do not need to be included.

A resume of each member of the team is needed and should detail relevant experience, length of service with the firm, educational background, and professional background. Sub-consultant's roles on the project should also be listed.

VII. INTERVIEWS

The City reserves the right to conduct face-to-face interviews with any, all, or none of the responding firms. In the event the City selection committee deems interviews necessary to select the best firm, the City will establish a meeting at a mutually acceptable time at City office. The City selection committee will meet key members of the firm's proposed project team. It shall be the selection committee's sole decision on whether any interviews are held and with which firms interviews are held.