



Requestor: City of West Columbia
Contact: Andy Zaengle, P.E.
azaengle@westcolumbiasc.gov
Tel: (803) 939-8625

City of West Columbia Water System Metering Improvements Request for Proposals

The City of West Columbia is requesting proposals from qualified firms to provide consulting services to assist in the selection, implementation and technical support associated with an Advanced Metering Infrastructure (AMI) System in the City's water service area.

Submittal Instructions

Submit sealed proposals in accordance with the conditions and instructions contained herein on or before 4:00 pm, EST on Thursday September 26, 2019. To be considered, a proposal must be received by the City on or before the date and time specified in the Request for Proposals. Offeror must submit a completed response to this Request for Proposals using the format specified.

Return Sealed Qualifications to the Following:

Express Mail

City of West Columbia
P.O. Box 4004
West Columbia, SC 29171
Attention: Andrew Zaengle, P.E.

Hand Deliver

200 N 12th Street
West Columbia, SC 29169
Attention: Andrew Zaengle, P.E.

BACKGROUND AND SCOPE OF WORK

The City of West Columbia, South Carolina operates and maintains a water system that includes approximately 106 miles of water mains including customers within the City's boundaries in addition to the surrounding unincorporated areas of Lexington County, South Carolina. The City has approximately 15,000 water service accounts and four large scale wholesale accounts. The City is upgrading its current metering system to assist in the following areas:

- Customer Service (providing more detailed and timely information related to leak detection, abnormal usage patterns, consumption data, etc.)
- Real-time consumption data
- Optimization of revenue
- Remote meter connect/disconnect
- Reduction of maintenance and repair



Currently the City collects usage data on a bi-monthly schedule via manual readings. Staff includes two field technicians, one field supervisor and one billing accountant who each work 40-hour weeks. Staff's maintenance program is performed on an as-needed basis with approximately 50% of the meters in service for ten years or more.

The scope of work is anticipated to include the following:

1. **System Analysis:** The Consultant will evaluate the City's service area to determine the viability of constructing an AMI system. This analysis may include, but is not necessarily limited to, the completion of a propagation study, financial analysis (including estimate of project cost, cost benefit analysis, return on investment, etc.), evaluation of existing system software/hardware and recommendations for improvements necessary for successful system implementation.
2. **Project Management:** Development of project schedule including identification of major milestones and risk assessment, develop risk mitigation strategy, guide staff through vendor evaluation and selection process (below), implementation and management of installation through start-up and assist in operation for 12 months after final project completion.
3. **Vendor-Evaluation and Selection:** It is understood that one or more vendors may be responsible for various components of the project (e.g., meter vendor, software vendor, installation contractor, etc.). The selected consultant is expected to provide complete, single point of responsibility, solutions for the entire project. The City may allow the consultant to procure its own vendors and subcontractors, as subject to City procurement policies. Furthermore, the consultant is expected to:
 - a. Assist in the preparation of project performance specifications and requirements for the AMI equipment solutions in accordance with project goals and other necessary elements.
 - b. Assist the City in the vendor solicitation process including, but not limited to, pre-qualification process as warranted.
 - c. Development of a vendor evaluation and selection procedure that complies with the City's procurement code. On-site vendor presentations will be necessary.
 - d. Assist during contract negotiations.
 - e. Provide Guaranteed Maximum Price (GMP) for installation of selected technology.
4. **Installation and implementation:** The consultant and selected vendors shall provide installation and project management for the entire scope of the Project. Specific functions include, but are not limited to:



- a. Contract directly with one or more installation contractors and provide single point of responsibility for installation services for the City's AMI system and equipment vendors.
- b. Provide administration, observation and inspection of the day-to-day activities of the vendor's and/or contractor's field operations. Inspect materials, installations, and ensure system performance with specification, workmanship and performance requirements.
- c. Provide material handling service for all project material necessary for the Project.
- d. Assist with public communication, including but not limited to, public meetings, door hangers, phone calls, etc.
- e. Provide continuous planning, troubleshooting and support management during system implementation.
- f. Provide expert technical and business support for the changes required to the City's metering practices as the system technologies are implemented.
- g. Provide 24x7 phone contact for the public to use during the installation of the project.
- h. Ensure proper collection of meter data as the meters are changed. Collect information that is mutually agreed to by City and Contractor, such as meter size, number, street address, consumer grade GPS coordinates, etc.
- i. Provide oversight of data integration with the City's billing system.

Submittal Requirements

Before **Thursday September 26th at 4:00 PM**, submit one electronic (PDF) and five hard copies of the Statement of Qualifications in a sealed package to:

City of West Columbia
Attn: Mr. Andy Zaengle, P.E.
200 N. 12th Street
West Columbia, SC 29169

The name of the submitter should appear on the outside of the submittal package with the RFP title and reference the project, "RFP for Water System Metering Improvements". Each submittal copy should be identical in content and meet the criteria listed below.

The proposal must include, at a minimum, the following:

1. Transmittal Letter
 - Explicitly indicate exceptions to requirements outlined in this Request for Proposals.
 - Identify all costs outlined in detail in the proposal.
 - Proposal will remain subject to acceptance for 180 days after date of submittal.
 - Signed by person authorized to contractually obligate the organization.



2. Executive Summary

- Provide a brief narrative highlighting the Respondent's proposal. Clearly identify all exceptions to the Request for Qualifications.

3. Technical Proposal

- Describe in detail Respondent's understanding of the project and approach to providing services requested.
- Describe in detail all goals and essential milestones of the proposed project approach and suggested schedule of implementation.
- Identify potential risks and associated mitigation strategies.

4. Project Team

- Organizational chart including project team members and subconsultants including their respective roles.
- Include location of personnel involved in each project phase.
- Identify staff experience with projects of similar size and scope.

5. References

- Provide references (including name and contact information) for projects of similar scope and size completed within the last 5 years.
- Include contact information for last three projects.
- Include contact information for meter and AMI system suppliers.

6. Disclosure

- The Respondent must list any AMI vendors with which they have a relationship and describe the nature of the relationship.

7. Cost Proposal

- Provide proposed costs for scope items disaggregated into System Analysis, Project Management and Vendor Evaluation and Selection.
- Provide estimate labor and cost opinion for Installation and Implementation as described previously.



Evaluation Criteria

Proposals will be evaluated for full compliance with the Request for Proposal instructions.

Proposals will be evaluated on the following criteria:

- Company Experience and Qualifications	22
- Experience of Personnel assigned to the Project	25
- Previous Project Experience and Performance	25
- References	10
- Local Preference (Headquarters in Lexington County)	3
- <u>Proposed Fees</u>	<u>15</u>
Total	100

Questions and Clarifications

For any questions or requests for clarifications please contact:

Mr. Andy Zaengle, P.E.

Director of Engineering and Water Plants

(803) 939-8625

azaengle@westcolumbiasc.gov

Contact may not be made with other City Staff or City Council Members regarding this project.

Other Relevant Information

Interviews, if required, will provide an opportunity for clarification of the written proposal.

Each respondent’s representatives at the interview should include individuals who will be key points of contact and have major responsibility for contract negotiation, engineering and design, construction management and follow-up monitoring. The interviews may be recorded. Scores from the written proposals may be modified based on the interviews, and the top-ranking Offeror will be considered for award.

Prior to making a final selection, the City will conduct reference checks for the respondent(s) receiving the highest score(s) after written proposals are reviewed and interviews are conducted.

If a satisfactory contract cannot be negotiated with the highest ranked responder, the City may negotiate a contract with the next highest ranked responder, and so on, until a satisfactory contract can be negotiated.

The award of a contract shall be the sole discretion of the City. The award(s) shall be based on the evaluation of all information the City may request. The City reserves the right to accept or reject any or all proposals in whole or in part and to waive any informalities in the RFP. Further, the City reserves the right to enter into a contract deemed to be in its best interest.



From the time the proposal is first advertised to the time a contract is signed, all Offerors and contents of any proposal shall be kept confidential. It is the intention of the City to make every effort to be fair and equitable in its dealings with all candidates for selection. However, the City reserves the right to reject all Proposals.

Issuance of this Request for Proposals does not commit the City of West Columbia to award a contract, to pay any costs incurred in preparation of a Proposal or to procure related services or supplies.