REQUEST FOR PROPOSALS
AUTOMATED METER READING AND
ADVANCED METERING INFRASTRUCTURE FEASIBILITY PLAN
July 10, 2015

INTRODUCTION

The Winston-Salem/Forsyth County Utility Commission, a division of the City of Winston Salem (City), is requesting qualifications from qualified and experienced consultants to evaluate the feasibility of implementing an Automated Meter Reading (AMR) or Advanced Metering Infrastructure (AMI) system to read water meters throughout its service area. The selected Consultant will perform all necessary tasks to assist staff in determining the feasibility of a successful AMR/AMI system throughout the water service area.

BACKGROUND INFORMATION

The City operates and maintains approximately 2,200 miles of water distribution lines, approximately 1,750 miles of sewer collection system, two wastewater treatment facilities, and three water treatment facilities providing service to approximately 330,000 customers. The City’s water service area has approximately 125,350 water meters and encompasses most of Forsyth County which is approximately 413 square miles. Currently the City has 14 meter readers that manually read 16 bi-monthly cycles and 8 monthly cycles using Multi Vendor Reading System (MV-RS) software (by Itron) for handheld and AMR meter reading. The City utilizes Cayenta Utilities by Cayenta Division of N. Harris Computer Corporation to manage customer service and utility billing functions.

Of the approximately 125,350 meters, approximately 124,800 are 2” and below and approximately 550 are 3” and larger. The system has approximately 16,000 automatic meter reading meters utilizing the Mueller Systems Hot Rod transmitters. The remaining meters are a mix of visual read meters from various manufactures including Badger, Kent, and Neptune.

Meters 2” and smaller are typically housed in below-grade cast iron or composite boxes. Meters larger than 2” are typically either housed below-grade in concrete vaults, located inside buildings, or installed in above ground enclosures.

PROJECT SCOPE

The services required for this project are outlined below, however, final scope of services will be negotiated with the selected consulting firm and maybe modified.

A feasibility study will include the following:
1. Evaluate the social, economic, and environmental performance of alternative meter reading methods (system-wide AMR, system-wide AMI, or a hybrid system) compared to current method.

2. Determine if multiple AMI/AMR systems are available to meet the needs of the City and ensure a fair, open, and competitive process will be used to select a responsible vendor/contractor.

3. Prepare a cost estimate of the preferred system and determine the City’s return on investment given our current cost for meter reading.
   a. Evaluate meters currently in use as AMR and AMR ready.
   b. Evaluate replacement meters with advanced features such as auto shut off valves.

4. Develop a schedule for project implementation highlighting key decision points.

5. Assess the capacity of City’s staff to adequately support the project and identify gaps.

6. Determine the probability of the project’s social, economic, and environmental objectives being realized.

7. Define the risks associated with this project to the organization and mitigation strategies.

8. Determine success rate, and critical success factors of projects similar in size and scope.

9. Identify and Evaluate system performance limitations unique to our system.

10. Provide an objective recommendation on the feasibility of an AMI/AMR solution.

The results of the feasibility study will be used as the basis for the Consultant to produce an AMR/AMI Business Case document, which will include:

- Costs and benefits of AMR/AMI implementation – equipment life cycle, operating costs, operational savings, revenue and cash flow impacts, return on investment, etc.
- Impact on the City’s business processes, staffing, and technology requirements

The above scope is preliminary in nature and intended to provide respondents with a general overview of the major tasks anticipated as part of this solicitation. The City reserves the right to expand and/or reduce the preliminary Scope of Services as may be appropriate based on the technical content of the selected Consultant’s proposal.

MINORITY/WOMEN BUSINESS (M/WBE) PROGRAM PARTICIPATION

A 10% goal for participation by minority/women owned businesses has been established for this request for proposal. A proposer may meet this goal through the participation of M/WBE sub-consultants and/or through his/her own performance on the project if the proposer is a minority/woman owned firm. The 10% goal will be waived if the proposer decides to self-perform all and not enlisted the help of any sub-consultants. If it is the normal practice of the proposer to perform all elements of this type of service with its own workforce and without the use of sub-consultants, the proposer must affirm that if they do employ any sub-consultants during the contract, that they will be subject to the M/WBE goals originally established for this request for letters of interest. **“Affidavit A”, attached at the end of this document, must be submitted with your proposal if your firm will employ any sub-consultants on this project. “Affidavit B” – Intent to Perform Contract with Own Workforce, also attached at the end of this document, must be submitted with this proposal only if the proposer intends to perform 100% of the work required for the contract without the use of sub-consultants. If a properly executed affidavit is not submitted, your proposal will not be considered.**

SELECTION CRITERIA

Please do not submit fee information with your submittal. The City selects firms to provide professional services based on demonstrated competence and qualification. Once a firm is selected, the City will enter
into contract negotiations with that firm; and, as part of that negotiation, will determine a fair and reasonable fee for the services to be provided. The City reserves the right to terminate negotiations with the selected firm(s) and proceed to negotiate with other firm(s) should contract/fee negotiations fail. Once a firm is selected, a detailed scope of services (broken down by specific milestone events/deliverables), and associated fee proposal, and implementation schedule will be refined, agreed to and once signed, will be identified and attached to the City’s standard professional services agreement form.

Any firm wishing to be considered must be properly registered with the Office of the Secretary of State. It will be the responsibility of the selected private firm to verify the registration of any corporate subsidiary or sub-consultant prior to submitting a proposal. The firm must have the financial ability to undertake the work and assume the liability. The selected firm(s) will be required to furnish proof of Professional Liability insurance coverage in the minimum amount of $1,000,000.00 per claim. The firm(s) must have an adequate accounting system to identify costs chargeable to the project.

All qualified firms who submit responsive proposals will be considered and will be evaluated per the following criteria:

- Years in business;
- Similar work experience;
- Knowledge and familiarity with type of work required;
- Experience of proposed staff to perform specific work required (including any sub-consultants);
- Proposed approach to project;
- Firms distance from the project site; and
- Firms ability to meet the M/WBE goals, self-perform all work, or submits documentation showing Good Faith Efforts to meet the established goals.

Priority consideration will be given to firms that maintain an office in North Carolina and staffed with an adequate number of employees deemed by the City to be capable of performing a majority of the work required.

All proposals received by the deadline will be opened and evaluated by the selection committee. The selection committee will identify qualified firms based on the above criteria and will reserve the right to hold in-person presentations at the City of Winston Salem in the event it is necessary.

The City reserves the right to request clarification of information submitted and request additional information from one or more applicants. Failure to provide additional information, if requested within a reasonable amount of time, shall be reason for the firm’s offer to be considered non-responsive.

The City may cancel or reject proposals at any time prior to an award, and is not required to furnish a statement of reason as to why a particular firm was not deemed to be qualified.

The right is reserved, as the interest of the City may require, to revise or amend the specifications prior to the date set for acceptance of proposals and the acceptance date may be postponed if deemed necessary by the City. Such revisions and amendments, if any, will be announced by an addendum to the specifications.

The City reserves the right to reject any or all proposals, to waive any technicalities in statements received, to negotiate, and to accept the proposal that shall be in the City’s best interest.
The City of Winston-Salem in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all proposers that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority/woman business enterprises will be afforded full opportunity to submit responses to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

FORMAT FOR SUBMISSION

All proposals should be limited to eighteen (18) pages (unless additional pages are needed to document good faith efforts related to the MWBE goal), including the cover sheet. Proposals containing more than 18 pages will not be considered (unless additional pages are required to document good faith efforts). In order to reduce printing costs and to facilitate recycling, we request that only electronic copies in PDF format be submitted prior to the deadline. The PDF copy should be e-mailed to: courtneyd@cityofws.org.

Section I - Cover/Introductory Letter
The introductory letter should be addressed to Courtney Driver. The letter should be no more than two (2) pages and should contain the following information:

- Expression of firm’s interest in executing the work;
- Statement that the firm will perform a minimum of 35% of the work;
- Statement of any possible conflicts of interest; and
- Summation of information contained within the proposal, including an email address and telephone number for the firm’s contact person along with the business street address.

Section II - Evaluation Factors
This section is limited to five (5) pages and should contain information regarding evaluation and other factors listed in the advertisement such as:

- Identify project personnel/sub-consultants qualifications and experience;
- State the number of years the firm has been in business;
- Understanding of project;
- Unique qualifications of key team members;
- Proposed schedule for completion; and
- Identify type and location of similar work performed within the last seven (7) years.

Section III - Supportive Information
This section is limited to eight (8) pages and should contain the following information:

- Organizational chart indicating personnel to be assigned by discipline;
- Resumes of key personnel;
- Names, classifications, and location(s) of the firm’s North Carolina personnel and resources to be assigned to the work; and
- Other relevant information.

Section IV – M/WBE Affidavit of Minority Participation/Good Faith Efforts:
This section is limited to three (3 pages), unless additional pages are required to show good faith efforts and should contain the following information:

- Fully-executed Affidavit; and
- Any additional backup information showing good faith efforts.

**SUBMISSION DEADLINE AND PROCEDURE**

Firms are invited to submit letters of interest for providing the requested engineering services to the City by **2:00 P.M. on Friday, August 7, 2015**. Proposals submitted after this deadline will not be considered. The submittal, in PDF format, should be submitted to Courtney Driver, to the following email address: courtneyd@cityofws.org.

Firms submitting proposals are encouraged to carefully check them for conformance to the requirements stated above. If proposals do not meet these requirements, they will be disqualified. No exception will be granted.

All questions regarding this Request for Proposals (RFP) must be emailed to Courtney Driver at courtneyd@cityofws.org no later than July 24, 2015. Questions along with appropriate responses will be distributed via email to all responding firms.

Any Addenda to the RFP will be posted on the City of Winston Salem’s website at http://www.cityofws.org/departments/finance/purchasing/bids no later than July 28, 2015.

Notification will be given to those firms not selected by e-mail.
AFFIDAVIT A

MINORITY PARTICIPATION/GOOD FAITH EFFORTS

Project: ____________________________

A 10% goal for participation by minority/women owned businesses has been established on this proposal. A proposer may meet this goal through the participation of M/WBE sub-consultants and/or through his own performance on the project if the proposer is a minority/woman owned firm. Please list below all M/WBE firms to be used on this proposal.

Affidavit of ____________________________________________

(Name of Proposer)

I hereby do certify that this documentation is a true and accurate representation of my MWBE participation and my good faith efforts. (Attach additional sheets if required).

<table>
<thead>
<tr>
<th>Minority Firm Name</th>
<th>Phone Number</th>
<th>Minority Category*</th>
<th>Type of Work</th>
<th>Percent of Project Work</th>
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* Minority Categories: Black, African American (B), Hispanic (H), Asian American (AA), American Indian (AI), Female (WF), Socially and Economically Disadvantaged (SE), and Disabled (D).

If the established 10% goal for participation by minority/women owned businesses is not achieved, the proposer must provide, with the proposal, the following documentation to the Owner of his Good Faith Efforts to meet the goals set forth in these provisions. Examples of documentation include, but are not limited to, the following evidence.

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<th>✓</th>
<th>Description</th>
<th>Points</th>
<th>Awarded Points</th>
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<td>(a) Did your firm advertise in general circulation, professional association, or minority focus media concerning subcontracting opportunities? <strong>NOTE: A consultant must advertise in all three mediums to receive full value for this item.</strong></td>
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<td>(b) Did your firm provide written notice to a reasonable number of specific M/WBE firms that their interest in the contract is being solicited, at least 10 days before proposals are due to allow M/WBE firms time to participate? Please provide a copy of the solicitations sent to at least 3 minority firms from the source list provided by the owner for each subcontract to be let under this contract (if 3 or more firms are shown on the source list). Each solicitation shall include a specific description of the work to be subcontracted, location where the RFP can be reviewed, and name of representative of the lead consultant.</td>
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GOOD FAITH EFFORTS (continued)

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<th>Description</th>
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<td>(c) Did you follow up initial solicitation of interest by contacting</td>
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<td>M/WBE firms to determine with certainty whether the M/WBE</td>
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<td>firms are interested? Please include telephone log of follow up</td>
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<td>calls you made to confirm interest.</td>
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<td>(d) How did your company identify and select portions of the work</td>
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<td>to be performed by M/WBE firms in order to increase the likelihood of</td>
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<td>M/WBE participation? Please provide a copy of documentation where this</td>
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<td>information was included.</td>
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<td>(e) What services were used from the City of Winston-Salem's M/WBE</td>
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<td>office; available minority community organizations; minority contractors'</td>
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<td>groups; local, state, and federal minority business assistance offices;</td>
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<td>and other organizations that provide assistance in the recruitment and</td>
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<td>placement of M/WBE firms? Please provide a copy of this documentation.</td>
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<td>Note: A proposer must utilize at least two agencies to receive full value.</td>
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<td>(f) Did your company negotiate a joint venture or partnership</td>
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<td>arrangement with minority firms to increase opportunities for minority</td>
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<td>participation when possible? Please provide copy of any documentation</td>
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<td>(could be included in Solicitation Letter) advising M/WBE firms what type</td>
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<td>assistance was available or outlining any other steps taken to fulfill this</td>
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<td>requirement.</td>
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<td>(g) Did your company provide quick pay agreements and policies to enable</td>
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<td>minority contractors and suppliers to meet cash flow demands? What</td>
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<td>procedures were initiated to fulfill this requirement and how were the</td>
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<td>M/WBE firms informed of this assistance? Note: A proposer can receive up</td>
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<td>to 5 points for offering; 10 points for implementation.</td>
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Total Points 90

NOTE: A proposer must accumulate at least 55 points to demonstrate a “Good Faith Effort” was made. Partial points may be awarded when the complete requirement of an item is not met.
GOOD FAITH EFFORTS (continued)

Date: ________________  Name of Officer: __________________________
     Signature __________________________  Title __________________________

State of North Carolina, County of __________________________ subscribed and sworn before
me this ______ day of ________________, 20 ______

Notary Public __________________________  My commission expires __________________________

SEAL
AFFIDAVIT B

INTENT TO PERFORM CONTRACT WITH OWN WORK FORCE

County of ________________________________

Affidavit of ________________________________________________________________
   (Name of Firm)

I hereby certify it is our intent to perform 100% of the work required for the contract:

___________________________________________________________________________
   (Name of Project)

In making this certification, the Proposer states:

- That the proposer does not customarily subcontract elements of this type project,
- Normally performs, has the capability to perform, and will perform all elements of the work on this project with his/her own current work force; and,
- Agrees to provide any additional information or documentation requested by the City of Winston-Salem in support of the above statement.

The undersigned hereby certifies that he or she has read this certification and is authorized to bind the Proposer to the commitments herein contained.

Date: _________________________   Name of Officer: _______________________________

   Signature _________________________________
   Title _________________________________

State of North Carolina, County of ______________________ subscribes and sworn before me

this _______ day of ________________, 20___

Notary Public _________________________________ My commission expires __________________

SEAL

In the event the Proposer does not self-perform 100% of the work, the contract will be subject to the M/WBE goals originally established for this project, as well as, good faith efforts and documentation requirements of this program.