

# CITY OF HOOD RIVER, OREGON



REQUEST FOR PROPOSALS:

FOR

Advanced Metering Infrastructure (AMI) System  
Enhancement

***December 2022***

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**ADVERTISEMENT**

**CITY OF HOOD RIVER  
REQUEST FOR PROPOSALS**

**Advanced Metering Infrastructure (AMI) System Enhancement**

The City of Hood River requests proposals from experienced suppliers to provide Advanced Metering Infrastructure (AMI) System Enhancement. The City of Hood River intends to enhance an existing Advanced Metering Infrastructure (AMI) system and related products, software and services for all of its approximately 3500 water meters.

Submittals must be received by January 13<sup>th</sup>, 2023 by hand delivery or mail at City of Hood River’s office of Public Works, Mail: 211 2<sup>nd</sup> St. Physical: 1200 18<sup>th</sup> St., Hood River, OR 97031. Electronic submittals will also be accepted via email to [jgrim@johngrimassociates.com](mailto:jgrim@johngrimassociates.com) and [A.Schmid@cityofhoodriver.gov](mailto:A.Schmid@cityofhoodriver.gov). Submittals received after the designated time and date will not be accepted and will be returned unopened.

The City may reject any submittal not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any or all submittals on a finding of the City that it’s in the public interest to do so. The City of Hood River reserves the right to reject any and all submittals and to waive any and all informalities in the best interest of the City. The City is not liable for any costs incurred by suppliers in replying to the RFP or in preparing for or delivering any oral presentations that may be required during the selection process.

The full Request for Proposals is available from the City of Hood River website <https://cityofhoodriver.gov/> or via e-mail request to [jgrim@johngrimassociates.com](mailto:jgrim@johngrimassociates.com).

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	Oregon DJC	Dec. 21, 2022
	Columbia Gorge News	Dec. 23, 2022
	City of Hood River website	Dec. 21, 2022

## SECTION 1 - GENERAL INFORMATION

The City of Hood River has identified a need for Advanced Metering Infrastructure (AMI) system enhancement. The City of Hood River is requesting proposals from suppliers, vendors, service providers, etc. (Suppliers). for water utility AMI equipment and services for implementation in the City's water service area.

Proposals are solicited from qualified suppliers to perform the work necessary to provide equipment, training, and support services to enhance the existing Advanced Metering Infrastructure system. Proposals must demonstrate the Supplier's experience and expertise related to this type of work and provide examples and references for similar recent work.

Proposals must be submitted by the **deadline shown in the advertisement**. For specific information on submittal requirements, see Section 3.

## SECTION 2 - NATURE OF WORK

### 2.1 INTRODUCTION

The selected Supplier will provide professional services for Advanced Metering Infrastructure (AMI) in accordance with the general scope of services outlined below. The City of Hood River intends to build on the existing AMI pilot system that was successfully deployed in 2021 by procuring and implementing a turnkey AMI system.

The existing water system has approximately 3450 metered customers, 12 of these customers are currently equipped with Mueller AMI radios. The existing water meters are generally, Accustream Sensus brand. The goal of this project is to equip all metered customers with AMI radios and integrate these customers into the existing AMI system. The City will be responsible for installation of all AMI endpoint radios. The Supplier will be responsible for installation of all other equipment.

The existing City of Hood River AMI system includes the following equipment installed as part of the pilot project 2021.

- Mueller Mi.Net AMI system installed
- 12 AMI Mi.Node Six fixed-based radio meters with a 5-foot Nicor cable
- Mi.Hub communication system which includes a Mi.Net AT&T multi-network data collector and repeaters equal to Mueller DC Mi.Repeater (pole mounted)
- Mi.Host head-end computer hardware and software. The Mi.Host software system (Syntryx) is integrated with the City's billing software- Caselle.

The City reserves the right to negotiate details of the scope with the successful Supplier following selection and prior to signing the agreement for services.

## 2.2 SCOPE OF PROFESSIONAL SERVICES

The City of Hood River intends to accomplish the following project objectives through the enhancement of the existing AMI system.

- Transition all water customers meters to the AMI system.
- Evaluate the interoperability of the new meter radios with the existing AMI system and with the existing meters
- Propose and install improvements to the AMI communication system, if necessary. For example, the installation of new collectors and repeaters.
- Integrate all existing and new AMI meters into the head-end hardware and software systems.
- Integrate all new AMI meters into the Vendor provided monitoring system.
- Provide software subscriptions and support services.
  - All software should conform to LoRa open architecture standards

The selected supplier will provide the following services:

- Provide 3438 AMI endpoint radios compatible with the City's existing meters and existing AMI system.
  - Endpoint radios must be capable of encoding, storing and transmitting meter readings and other data, such as tampering alerts.
  - Ship the radios to the City periodically as City staff install the inventory over a two-year period.
  - Radios must have a battery warranty of 10-years minimum, and a pro-rated warranty from 10 to 20 years. Include a warranty statement for all purchased equipment in the proposal.
- Troubleshoot meter read errors/failures and recommend/install improvements to the meter reading system, such as new collectors, if necessary.
- Provide and install network collectors and repeaters as necessary to communicate with all meter endpoint radios.
- Integrate the new AMI meters into the head-end software system, the City's billing system, and the Suppliers monitoring system.
- Provide all necessary software subscriptions, installation, and support.
- Provide City staff with training for all new systems.

The supplier's proposal should include a detailed scope of work and quote based on the outline provided above. Cost for services must include a unit-price breakdown of labor and materials for each components cost individually and a grand total.

## 2.3 SERVICES TO BE PROVIDED BY THE CITY

- Information previously developed or otherwise available in City Files including survey files, GIS data, studies and plans.

- City guidelines, policies, and regulations to be used by Supplier for AMI system enhancement .
- Installation services for all AMI radio endpoints.

## 2.4 PROJECT SCHEDULE

The successful Supplier will provide services for Advanced Metering Infrastructure (AMI) system enhancement complete and installed no later than December 2024. The City anticipates having installed all meter endpoints no later than this date.

## SECTION 3 - PROPOSAL SUBMITTAL

### 3.1 PROCEDURE FOR SUBMITTALS

If delivering via hard copy, submit a bound, original “Proposal for Advanced Metering Infrastructure (AMI) System Enhancement” for the work proposed in 8.5” x 11” format. Disregard bound requirements when submitting via email.

Submittals must be received not later than the time and date shown in the advertisement. Submittals will be date and time stamped upon receipt. Submittals received after the time specified will not be considered and will be returned unopened. Email submittals are preferred.

**Submittals are due by the deadline shown in the advertisement.**

#### Mail Submittals To:

Public Works

City of Hood River

211 2<sup>nd</sup> St.

Hood River, Oregon 97031

#### Deliver Submittals To:

Public Works

City of Hood River

1200 18<sup>th</sup> Street

Hood River, Oregon 97031

**Or, email Submittals To:** [A.schmid@cityofhoodriver.gov](mailto:A.schmid@cityofhoodriver.gov) AND [jgrim@johngrimassociates.com](mailto:jgrim@johngrimassociates.com)

If delivering via hard copy, seal submittals in an opaque envelope or other appropriate packaging with the name and address of the Supplier on the outside of the envelope. Envelopes shall be labeled “Proposal for Advanced Metering Infrastructure (AMI) System Enhancement.”

It is the sole responsibility of the Supplier to ensure receipt by the City of their proposal by the specified time at the specified location.

### 3.2 COST INCURRED

The City of Hood River is not liable for any costs incurred by the Supplier in the preparation or presentation of the proposal or for preparation and participation in an interview, if one is needed.



### 3.3 CONTENT OF SUBMITTALS

The proposal shall include, in the order shown, the information requested in the items listed below. The total page count of the proposal shall not exceed fifteen (15) and the minimum type font is eleven (11). Proposals not conforming to the specified limits may be considered non-responsive.

The categories to be included in each submittal are outlined below along with the maximum number of points that will be assigned to each category in the evaluation process.

<b>CONTENT AND EVALUATION CRITERIA</b>	<b>MAXIMUM RATING SCORE</b>
1. Introductory Letter	Yes/No
2. Insurance Coverage	(see note below)
3. Computer Equipment	(see note below)
4. Firm & Key Personnel Qualifications	20
5. Project Understanding & Approach	25
6. Quality of Client Service	20
7. Cost/Warranty/Reliability	20
8. Supporting Information	15
<b>TOTAL</b>	<b>100</b>

**NOTE:** Insurance Coverage and Computer Equipment must meet City requirements for the proposal to be considered.

1. **INTRODUCTORY LETTER:**

A statement in the introductory letter shall name the person or persons authorized to represent the Supplier in any negotiations and sign any contracts that may result.

2. **INSURANCE COVERAGE:**

Provide a statement indicating that the Supplier has in effect or can obtain insurance coverage required by the City. If the Supplier is unable to provide this coverage, the Supplier must describe the insurance coverage that can be provided and explain why the City's preferred coverage cannot be provided.

City of Hood River's required insurance coverage is described in Appendix 1 to this RFP.

The selected Supplier shall provide certifications for all coverages and shall include the City of Hood River, its officials, employees, and agents as an "Additional Insured" on all except workers compensation insurance policies.

3. **COMPUTER EQUIPMENT:**

The selected Supplier's electronic deliverables must be compatible with the current City equipment and software. The City works in the Microsoft environment and uses the following software:

- Office 365
- Microsoft Word
- Microsoft Excel
- AutoCAD
- Adobe

4. **SUPPLIER FIRM & KEY PERSONNEL QUALIFICATIONS:**

Provide a statement of the Supplier's qualifications and experience relevant to the described work. The response should address the following:

- A. General qualifications and experience of the Supplier.
- B. Specific areas of expertise applicable to the described work.
- C. A list of similar projects by type, size, and location and including contact information for the project client/ owner.

Identify key personnel and project lead who will work on this project. Provide qualifications and experience, including professional registrations, for the key personnel who will work on this project. The response should address the qualifications and experience of any key personnel who will be assigned to this project. Identify any previous work experience by key personnel in or for the City of Hood River.

5. **PROJECT UNDERSTANDING AND APPROACH:**

Proposers should detail their understanding of the City's needs and their approach to ensure successful completion of the project and why they feel the approach will provide the best outcome for the City. At a minimum, the project approach should include a general schedule of meetings, milestones, and deliverables and breakdown who from the proposed project team will address each step.

6. **QUALITY OF CLIENT SERVICE AND WORK:**

Provide a statement and examples that demonstrate the quality of services provided to clients. The response should address the following:

- A. Ability to establish and maintain functional, productive working relationships.
- B. Accessibility to City Staff in Hood River and availability for meetings.
- C. Internal procedures and/or policies for quality assurance and cost control.
- D. Long term client/ Supplier relationships.

7. **COST/WARRANTY/RELIABILITY:**

Proposers shall also supply a fee schedule outlining hourly rates for all potential employees performing contract services and a cost proposal outlining estimated hours and associated labor cost and equipment cost with a total "not to exceed" cost to complete this work. The cost shall be broken down as follows:

- Not to exceed per unit cost to supply and deliver endpoint components of the AMI system.
- Not to exceed cost to supply and install AMI network components, system software and server hardware, and provide training and support, as well as annual licensing and maintenance contracts.
- Warranty cost if relevant.
- Cost for services must include a unit-price breakdown of labor and materials for each components cost individually and a grand total.

The Supplier shall provide a statement of the minimum guaranteed reliability for the AMI system as whole including guaranteed response times and backup capabilities. Provide component failure rate information in tabular format. Describe the procedures and systems used to maintain a reliable system from the endpoints to the head-end software and hardware.

Proposers shall supply a warranty schedule outlining the warranty period for each purchased equipment item. The minimum warranty for the endpoint radios shall be no less than 20 years.

**8. SUPPORTING INFORMATION:**

Supporting materials should be placed in an Appendix to the proposal and may include resumes, references, and other supporting data. While supporting data will not be included in the page count limit, the City requests that Suppliers provide only relevant data to minimize the volume of the proposal.

**SECTION 4 - EVALUATION OF SUPPLIERS**

**4.1 APPLICABLE LAWS AND REGULATIONS**

The Supplier evaluation and selection process will be carried out in accordance with the Request for Proposals and applicable State and City legal requirements.

**4.2 EVALUATION PROCESS**

A selection committee will review and rank the proposals submitted based upon the criteria listed in Subsection 3.3. Up to three responding Suppliers receiving the highest scores may be invited to make a brief oral presentation and be interviewed by a selection panel. Criteria for the oral interviews, if conducted, will be provided when invitations are issued, but elaborate presentations are not desired.

**4.3 SCHEDULE**

A tentative project milestone schedule is shown below:

RFP Advertised	12/21/22
Proposals Due	1/13/23

#### 4.4 RIGHT TO AWARD OR REJECT

The City expressly reserves the following rights:

1. To reject any and/or all irregularities in the Proposal.
2. To reject any and/or all of the Proposals or portions thereof.
3. To select any Supplier whose Proposal is in the best interest of the City.

#### 4.5 PROJECT AWARD AND CONTRACT

Following City acceptance of a Supplier's proposal, City staff will confirm the scope of services and fees with the Supplier and will prepare a Contract Agreement.

#### 4.6 PAYMENT FOR SERVICES

Once the City of Hood River Contract Agreement has been signed and work on the project has commenced, the City will pay the Supplier for services performed based on the negotiated scope of work and unit price fee schedule not to exceed the maximum total price as described in the proposal. The City will submit purchase orders to the Supplier for equipment and make monthly progress payment within thirty (30) days following receipt of equipment and services performed.

Payments for extra work will only be made when authorized in advance and in writing by the City.

## APPENDIX 1

### INSURANCE COVERAGES

The following coverages will apply to this project:

**Workers' Compensation Coverage.** Supplier certifies that, to the extent required, Supplier has qualified for workers' compensation as required by the state of Oregon. Supplier shall provide the City, upon request, a certificate of insurance evidencing coverage of all subject workers under the applicable workers' compensation statutes. The insurance certificate and policy shall indicate that the policy shall not be terminated by the insurance carrier without 30 days' advance written notice to City. All agents or Suppliers of Supplier shall maintain such insurance. City shall maintain reasonable amounts of insurance or self-insurance covering its first party property damage exposure to damage to its buildings, facilities and personal property as well as third party liability coverage for bodily injury and property damage to third parties caused by the City's negligence.

**Comprehensive, General, and Automobile Insurance.** Supplier shall obtain and maintain, comprehensive general and automobile liability insurance for the protection of Supplier and City and its directors, officers, agents, and employees, insuring against liability for damages because of personal injury, bodily injury, death, and broad-form property damage, including loss of use, and occurring as a result of, or in any way related to, Supplier's services. This insurance shall be in an amount not less than \$2,000,000 combined, single-limit, per-occurrence/annual aggregate. This insurance shall name City as an additional insured, with the stipulation that coverage, as to the interest of the City, shall not be invalidated by any act or neglect or breach of this Agreement by Supplier.

**Errors and Omissions Insurance.** Supplier shall obtain and maintain, professional errors and omissions liability insurance for the protection of Supplier and its employees, insuring against bodily injury and property damage arising out of Supplier's negligent acts, omissions, activities or services in an amount not less than \$1,000,000 combined, single limit. This insurance shall include contractual liability and shall remain in effect for a period of 3 years following completion of the project for which the insurance was obtained. Supplier shall furnish City a certificate evidencing the dates, amounts, and types of insurance that have been procured pursuant to this Agreement. The provisions of this subsection apply fully to Supplier and its Suppliers and agents.

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