

ADVERTISEMENT  
REQUEST FOR PROPOSALS  
FOR  
PILOT PROGRAM of  
ADVANCED METERING INFRASTRUCTURE PILOT SYSTEM (AMI)  
FOR THE  
CITY OF GRAND ISLAND, NEBRASKA

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Sealed proposals will be received by the City Clerk's Office, 100 E. First Street, Grand Island, Nebraska 68801 or P.O. Box 1968, Grand Island, Nebraska 68802-1968 until **4:00 p.m. on Thursday, August 30, 2012** for a pilot program of Advanced Metering Infrastructure System (AMI). Proposals received after the specified time will be returned unopened to the sender. Proposals must be based on the City's Request for Proposal. Contact Robert Smith, Assistant Utilities Director, at (308) 385-5444, ext. 280, for further information.

The design for the AMI project shall be in accordance with Grand Island Utilities Department specifications and with good engineering practices for municipal electric and water distribution systems.

The chosen Supplier will be required to comply with the City's insurance requirements, and fair labor standards.

Proposals should list: professional qualifications necessary for satisfactory performance, specialized experience and technical competence in the type of work required, past performance on contracts with government agencies and private industry, the capacity to accomplish the work in the required time, and location of the project and knowledge of the area. Proposals shall remain firm for a period of ninety (90) days after proposal due date. The City of Grand Island reserves the right to reject any or all proposals and to waive technicalities therein and accept whichever proposal that may be in the best interest of the City of Grand Island, at its sole discretion.

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disabilities, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

RaNae Edwards, City Clerk

# Request for Proposal

## GENERAL SPECIFICATIONS Advanced Metering Infrastructure Pilot System (AMI)

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### 1. INTRODUCTION

The intent of this REQUEST FOR PROPOSAL is to solicit a written proposal from a qualified person, firm, or corporation; hereafter referred to as "Supplier," to provide the City of Grand Island, Nebraska, detailed design, development, delivery, implementation, and integration of a hosted Advanced Metering Infrastructure (AMI) system. This system shall include all hardware, software, system design, installation of a PILOT program AMI system including meters/modules, testing, training, warranty and maintenance, documentation, and all components associated with providing a fully functional AMI system as described in this Request for Proposal.

The City's mission is to provide the most economical and reliable service available to its customers. The City expects that the AMI system will serve as a vital tool for achieving its vision as it moves forward. The City is seeking to improve customer service and reduce long term costs by implementing an AMI solution that provides meter reads, load profile data, and net metering for electric and/or water, while supporting back office systems and creating an integrated network that supports a Load Management System and other functions. The AMI system should support near real time data exchange between the utility and its customers.

Objectives the City is seeking from an AMI system include, but are not limited to:

- Provide the City with greater management and control of electric and water system assets, thus enhancing electric and water system performance and supporting cost reduction and improved efficiency.
- Enable the City's customers to understand and better manage their electric and water consumption, avoid demand peaks, and conserve electricity and water.
- Significantly enhance service to the City's customers, including improved billing accuracy, faster customer response and more efficient customer service.
- Provide outage, theft and leak detection, remote disconnect functions, and provide an accurate reading from every meter every day.

### 2. SUBMITTAL DATE, LOCATION, AND OPENING

Proposals must be at the City of Grand Island City Clerk's office no later than **4:00 p.m. (local time), on Thursday, August 30, 2012.** No exceptions to this deadline will be given. **Please provide four (4) copies of your proposal in an envelope clearly marked on the exterior as containing "Proposal for a Pilot Program of Advanced Metering Infrastructure System (AMI)" to the:**

City of Grand Island  
RaNae Edwards, City Clerk  
100 East 1<sup>st</sup> Street  
PO Box 1968  
Grand Island NE 68801

3. INQUIRIES AND CORRECTIONS

All inquiries relating to this request shall be addressed to:

Robert Smith, Asst. Utilities Director  
City of Grand Island, Nebraska  
100 East 1<sup>st</sup> Street  
PO Box 1968  
Grand Island, NE 68801  
(308)385-5444, ext. 280

If a proposing Supplier, prior to submitting a proposal, finds discrepancies in, or omissions from the Request for Proposal (RFP), or should require additional clarification of any part thereof, a written request for interpretation may be submitted. Any interpretation of, or change made to the RFP will be made by written addendum to each proposing Supplier, and shall become part of the request for any contract awarded. All inquiries shall be made in writing and all responses will be provided in writing, with copies being sent to all proposing Suppliers. To be given consideration, inquiries must be received at least five (5) calendar days prior to the date established for the opening of the proposal. It shall be the responsibility of each proposing Supplier to verify that every addendum has been received prior to submitting proposals.

4. LATE AND TELEPHONIC PROPOSALS

Late proposals will not be accepted under any circumstances, and any proposal so received shall be returned to the proposing Supplier unopened. In addition, telegraphic and/or proposals sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing Suppliers will be expected to allow adequate time for the delivery of proposals. Sole responsibility rests with the proposing Supplier to see that their proposal is received on time.

5. CONDITIONS OF PROPOSAL SUBMITTAL

Proposing Suppliers shall comply with at least all conditions, requirements, and specifications contained herein, with any insufficiency constituting sufficient cause for rejection of the proposal. A duly authorized official of the proposing Supplier submitting the proposal must sign the proposal.

The City reserves the right to reject any and all proposals or any part thereof. The right is reserved to waive any formalities or informalities contained in any proposal, and to award the proposal to the most responsive and responsible proposing Supplier as deemed in the best interest of the City of Grand Island.

The City will not return proposal or other information supplied to them by any proposing Suppliers.

6. INSURANCE

The Supplier shall purchase and maintain at their expense as a minimum insurance coverage of such types and in such amounts as are specified herein to protect the Supplier and the interest of the City and others from claims which may arise out of, or result from the Supplier's operations under the Contract Documents, whether such operations be by the Supplier or by anyone directly or indirectly employed by any of them or for whose acts any of them may be legally liable. Failure of Supplier to maintain proper insurance coverage shall not relieve them of any contractual responsibility or obligation.

**A. WORKERS COMPENSATION AND EMPLOYER'S LIABILITY**

This insurance shall protect the Supplier against all claims under applicable State workers compensation laws. This insurance shall provide coverage in every state in which work for this project might be conducted. The liability limits shall not be less than the following:

|                      |                         |
|----------------------|-------------------------|
| Workers Compensation | Statutory Limits        |
| Employers Liability  | \$100,000 each accident |
|                      | \$100,000 each employee |
|                      | \$500,000 policy limit  |

**B. BUSINESS AUTOMOBILE LIABILITY**

This insurance shall be written in comprehensive form and shall protect the Supplier, Supplier's employees, or sub-suppliers from claims due to the ownership, maintenance, or use of a motor vehicle. The liability limits shall be not less than the following:

|                                 |                                  |
|---------------------------------|----------------------------------|
| Bodily Injury & Property Damage | \$ 500,000 Combined Single Limit |
|---------------------------------|----------------------------------|

**C. COMPREHENSIVE GENERAL LIABILITY**

The comprehensive general liability coverage shall contain no exclusion relative to explosion, collapse, or underground property. The liability limits shall be not less than the following:

|                                 |                            |
|---------------------------------|----------------------------|
| Bodily Injury & Property Damage | \$ 500,000 each occurrence |
|                                 | \$1,000,000 aggregate      |

**D. UMBRELLA LIABILITY INSURANCE**

This insurance shall protect the Supplier against claims in excess of the limits provided under employer's liability, comprehensive automobile liability, and commercial general liability policies. The umbrella policy shall follow the form of the primary insurance, including the application of the primary limits. The liability limits shall not be less than the following:

|                                 |                               |
|---------------------------------|-------------------------------|
| Bodily Injury & Property Damage | \$1,000,000 each occurrence   |
|                                 | \$1,000,000 general aggregate |

**E. ADDITIONAL REQUIREMENTS**

The City may require insurance covering a Supplier or sub-supplier more or less than the standard requirements set forth herein depending upon the character and extent of the work to be performed by such Supplier or sub-supplier.

Insurance as herein required shall be maintained in force until the City releases the Supplier of all obligations under the Contract.

The Supplier shall provide and carry any additional insurance as may be required by special provisions of these specifications.

## **F. CERTIFICATE OF INSURANCE**

Satisfactory certificates of insurance shall be filed with the City prior to starting any work on this Contract. **The certificates shall show the City as an additional insured on all coverage except Workers Compensation. The certificate shall state that thirty (30) days written notice shall be given to the City before any policy is cancelled (strike the "endeavor to" wording often shown on certificate forms). If the bidder cannot have the "endeavor to" language stricken, the supplier may elect to provide a new certificate of insurance every 30 days during the contract. Supplier shall immediately notify the City if there is any reduction of coverage because of revised limits or claims paid which affect the aggregate of any policy.**

## **7. GRATUITIES AND KICKBACKS**

City Code states that it is unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

## **8. FAIR EMPLOYMENT PRACTICES**

Each proposer agrees that they will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex, or political affiliation.

## **9. LB403**

Every public contractor and his, her, or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

## **10. SECTION 504/ADA NOTICE TO THE PUBLIC**

The City of Grand Island does not discriminate on the basis of disability in admission of its programs, services, or activities, in access to them, in treatment of individuals with disability, or in any aspect of their operations. The City of Grand Island also does not discriminate on the basis of disability in its hiring or employment practices.

This notice is provided as required by Title II of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. Questions, complaints, or requests for additional information or accommodation regarding the ADA and Section 504 may be forwarded to the designated ADA and Section 504 compliance coordinator.

11. EVALUATION OF PROPOSALS

Proposals will be evaluated on the best probability of the Suppliers meeting the City's objectives outlined in this request. The evaluation will be based on the system benefits and the Suppliers qualifications. The Suppliers response may be used to select a short list of candidates for presentations.

- A. Responsiveness to the needs of the City, both in cost and service.
- B. The degree to which the proposal meets or exceeds the terms of this Request for Proposal
- C. Ability of AMI system to provide all desired features.
- D. Responsibility of the proposing Supplier and its experience in dealing with municipal governments, including the City, on bids of similar scope and nature.
- E. Schedule

The City reserves the right to request clarifications of technical proposals or to conduct discussions or presentations for the purpose of clarification with any or all of the Suppliers. The purpose of such discussions will be to ensure full understanding of the proposal. If clarifications are made as a result of the discussion, the Supplier shall put such clarifications in writing.

12. PROPOSAL TERMS AND CONDITIONS

The City will not pay any costs incurred by the firm in preparing or submitting the proposal. Proposals must remain firm for Ninety (90) days from the proposal due date. The City of Grand Island reserves the right to refuse any or all proposals that may be in the best interest of the City, at its sole discretion. The City of Grand Island will contact the selected Supplier after the proposals have been reviewed and ranked.

Negotiations, including the development of a Detailed Work Plan, Work Plan Matrix and Cost, shall be conducted in accordance with the City of Grand Island Procurement Requirements. This RFP does not constitute any form or offer to contract.

13. BILLING AND PAYMENT

The Supplier shall submit a correct invoice to:

The City of Grand Island  
Utilities Department  
P.O. Box 1968  
Grand Island NE 68802-1968

Payment by the City shall be made within forty five (45) days, unless otherwise specifically provided, upon receipt of bill. With detailed cost that clearly identifies the cost of all required hardware, software and services for the proposed system.

14. SCOPE OF SERVICES

Topics to be addressed in this RFP include the following. This list is not intended to exclude any potential options or topics of concern that may arise during the preparation of the Proposal. At a minimum, the proposal shall meet the listed requirements attached to their RFP on the following pages. The City reserves the right to modify or change any information presented in this request as more information becomes available or as the technology strategy is developed further.

# Detailed Specifications

## Advanced Meter Infrastructure Pilot System (AMI)

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### GENERAL INTENT:

The City of Grand Island, Nebraska is interested in deploying an integrated advanced metering infrastructure (AMI) system for their electric and water utilities. The City plans to make certain upgrades to their electric and water metering systems over the next three to five years. Upgrades being considered include meter replacement up to, and including, full electric and water AMI implementations.

These specifications are intended to establish minimum standards for an AMI pilot system. The intent of this RFP is to allow vendors to provide the best solution given the requirements set forth by the City.

The Supplier shall be held ultimately responsible for proper operation of the system. Provisions for all possible aspects of the AMI system shall be taken into consideration to accommodate and permit proper operation of the system. The specifications are the MINIMUM approvable and all additional hardware/software shall be incorporated into the Proposal and included in the quotation pricing. No extra payment will be provided for modifications/additions to permit proper operation of the AMI system.

### *A. PILOT PROGRAM*

The pilot program will be located in a three square mile area on the east side of the City. It will consist of 170 residential electric meters, 170 water meters, 10 polyphase meters, three fault indicators and two capacitor banks.

The objectives of this pilot include:

- Accurately read and bill customers using an AMI System
- Test AMI business case benefits and assumptions
- Allow staff to gain experience with AMI data and system requirements
- Test communications
- Test backhaul options
- Allow for advanced rate design and functionality from the meter
- Test remote disconnect/connect

Suppliers must explain how their proposed pilot program will function related to a deployment scenario of the pilot system; i.e.: number of collectors recommended, software, hardware, etc., including all costs and equipment associated with the program.

### *B. UTILITY SYSTEM OVERVIEW*

The City of Grand Island is a community located in the center of Nebraska with a residential population of approximately 50,000. The City's territory covers an 80 square mile area. The

City provides electric and water services inside and outside the City limits of Grand Island. They currently serve approximately 25,000 electric meters and 15,000 water meters.

### *C. VENDOR QUALIFICATIONS*

The City of Grand Island is requesting proposals from organizations that are qualified as system contractors and are either the manufacturers and/or developers of the system offered or authorized agents of such manufacturer or developer. Suppliers with the following qualifications are encouraged to participate in the RFP process and submit proposals.

- Demonstrated experience in the design, installation, and maintenance of, and training for the proposed system.
- Ability for the hardware to be maintained by the City of Grand Island with no special tools or expertise.
- Maintenance plans that allow the City to accept some responsibility for maintenance of hardware to lower on-going maintenance costs will be considered advantageous.
- Sufficient qualified and experienced engineering, design, installation and service personnel to satisfy any engineering or service problem that may arise during the installation warranty, and maintenance periods.
- Three (3) references showing implementations of the proposed AMI system.
- Supplier shall supply a company overview including years in service, specifically years implementing AMI systems. Included shall be a list of fully deployed systems including number of endpoints deployed in the field currently.

### *D. PILOT SYSTEM REQUIREMENTS*

The Supplier shall provide all equipment for an AMI Pilot System including a wireless data collector and acquisition system, a hosted network server, system monitoring and control programs, and electronic data retrieval by the City. Electric and water meters and electric system control endpoints will be by the City. The Proposal shall include the electric meter manufacturers supported by the system for Form 2s, 9s, and 16s meters; a minimum of two Form 2s manufacturers shall be supported. Supported water meter manufacturers shall be Sensus "Perl" and Badger.

#### *D.1 DATA COLLECTOR AND ACQUISITION SYSTEM*

A wireless data collector system shall allow two-way communication between a data collector and meters and other system endpoints. Routers or other communication transfer components shall be configured to continue proper operation of the system in the event of failure of a device. The data collector shall have connections for data transfer to the hosted server as well as City WAN devices.

#### *D.2 NETWORK SERVER*

A secure network server shall be provided for storage of data from the collector and to allow monitoring and control of system devices through web portals. The server shall also allow CSV transfer of data to the City's AS400 billing system. Portal functions shall include the following:



- Validation, estimation, and editing of data
- Load profile
- Register reads
- Meter status, events, and alarms
- Instrumentation data
- Interval, time-of-use, and cumulative data for billing
- Power outage data

The server shall include security and backup functions to prevent unauthorized access or loss of any data. Maintenance functions for the server shall be the responsibility of the Supplier.

*E. TRAINING*

Supplier shall provide on-site training services for Owner’s personnel for the installation, operation, and maintenance of all supplied components. Training personnel shall have received training by the manufacturers of the component and be thoroughly familiar with all functions. The Supplier shall include pricing in the Proposal that includes daily rates and travel expenses.

**F. PROJECT SCHEDULE**

|                    |                                |
|--------------------|--------------------------------|
| August 17, 2012    | Advertising begins             |
| August 30, 2012    | Request for Proposal openings  |
| September 10, 2012 | Selection of Supplier          |
| October 1, 2012    | Start of Pilot Project         |
| February 1, 2013   | Place Pilot Project in Service |

**G. PRICING**

Supplier shall provide firm pricing for the required equipment and start-up assistance as well as firm pricing for annual hosting and support services for at least one year and no more than three years. Supplier shall also provide unit pricing as required for other services or additional components that may be added during the pilot program operation.

## PROPOSAL FORMAT

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Responses to this RFP should be provided in the following numbered format as listed below:

### COVER LETTER

A one page cover letter, signed by an authorized representative of the Supplier, must be included in the submittal. It must contain the name and address of the business submitting the proposal, as the name, address, telephone number, and title of the person authorized to represent the Supplier.

### CONTENTS

1. Executive Summary
2. Response to Terms and Conditions
3. System Description
4. Implementation Plan
5. Warranty/Maintenance
6. Price Proposal

**AUTOMATED METERING INFRASTRUCTURE PILOT SYSTEM**  
**BID DATA FORM**

CITY OF GRAND ISLAND  
 GRAND ISLAND, NEBRASKA

The undersigned bidder, having examined all specifications and other bidding documents, and all addenda thereto, and being acquainted with and fully understanding all conditions relative to the specified materials and equipment, hereby proposes to provide such equipment FOB the City of Grand Island, freight prepaid, at the following price:

| <b><u>ITEM DESCRIPTION</u></b> | <b><u>EXTENDED COST</u></b> |
|--------------------------------|-----------------------------|
| Base Bid:                      |                             |
| Material                       | \$ _____                    |
| Labor                          | \$ _____                    |
| Applicable Sales tax*          | \$ _____                    |
| Total Base Bid                 | \$ _____                    |
| Annual Fee:                    |                             |
| Year 1                         | \$ _____                    |
| Year 2                         | \$ _____                    |
| Year 3                         | \$ _____                    |

**\* If bidder fails to include sales tax in their bid price or takes exception to including sales tax in their bid price, the City will add a 7.0% figure to the bid price for evaluation purposes; however, the City will only pay actual sales tax due.**

By checking this box, Bidder acknowledges that Addenda Number(s) \_\_\_\_\_ were received and considered in Bid preparation.

According to Nebraska Sales and Use Tax Requirements, Section 1-017, Contractors, check which option you have selected to file with the Nebraska Department of Revenue:

*Nebraska law provides a sales and use tax exemption on contractor labor charges for the construction, repair, or annexation of any structure used for the generation, transmission, or distribution of electricity. Separately stated contractor labor would be exempt, all materials are taxable according to the contractor's option.*

Option 1 (Section 1-017.05)\_\_\_\_\_    Option 2 (Section 1-017.06)\_\_\_\_\_    Option 3 (Section 1-017.07)\_\_\_\_\_

*If the Nebraska sales and use tax election is not filed or noted above, the contractor will be treated as a retailer under Option 1 for sales and use tax purposes.*

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Bidder Company Name

Date

---

Company Address

City

State

Zip

---

Print Name of Person Completing Bid

Signature

Telephone No. \_\_\_\_\_

Fax No. \_\_\_\_\_

By checking this box, Bidder acknowledges there are Exceptions noted to the bid.

**NOTE: Any exceptions to specifications must be fully explained on a separate sheet attached to bid.**

**CONTRACT AGREEMENT**

THIS AGREEMENT made and entered into by and between **[SUCCESSFUL SUPPLIER]**, hereinafter called the Supplier, and the **CITY OF GRAND ISLAND, NEBRASKA**, hereinafter called the City.

WITNESSETH:

THAT, WHEREAS, in accordance with law, the City has caused contract documents to be prepared and an advertisement calling for Requests for Proposals to be published for Advanced Meter Infrastructure System (AMI);

WHEREAS, the City, in the manner prescribed by law, accepted, examined, and canvassed the proposals submitted, and has determined the aforesaid Supplier to be the lowest responsive and responsible Supplier, and has duly awarded to the said Supplier a contract therefore, for the sum or sums named in the Supplier's Proposal, a copy thereof being attached to and made a part of this contract;

NOW, THEREFORE, in consideration of the compensation to be paid to the Supplier and of the mutual agreements herein contained, the parties have agreed and hereby agree, the City for itself and its successors, and the Supplier for itself, himself, or themselves, and its, his, or their successors, as follows:

ARTICLE I. That the following documents shall comprise the Contract, and shall together be referred to as the "Agreement" or the "Contract Documents";

1. This Contract Agreement.
  2. City of Grand Island's Specification for this project.
  3. [NAME OF SUCCESSFUL BIDDER] proposal signed and dated [DATE OF BID].
- In the event of any conflict between the terms of the Contract Documents, the provisions of the document first listed shall prevail.

ARTICLE II. That the Supplier shall (a) furnish all tools, equipment, superintendence, transportation, and other construction materials, services and facilities; (b) furnish, as agent for the City, all materials, supplies and equipment specified and required to be incorporated in and form a permanent part of the completed work; (c) provide and perform all necessary labor; and (d) in a good substantial and workmanlike manner and in accordance with the requirements, stipulations, provisions, and conditions of the contract documents as listed in the attached General Specifications, said documents forming the contract and being as fully a part thereof as if repeated verbatim herein, perform, execute, construct and complete all work included in and covered by the City's official award of this contract to the said Supplier, such award being based on the acceptance by the City of the Suppliers Proposal;

ARTICLE III. That the Supplier shall start work as soon as possible after the contract is signed and the required bonds and insurance are approved, and that the Supplier shall deliver the equipment, tools, supplies, and materials F.O.B. \_\_\_\_\_, and complete the work on or before \_\_\_\_\_.

**[SUPPLIER]**

By \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

**CITY OF GRAND ISLAND, NEBRASKA**

By \_\_\_\_\_ Date \_\_\_\_\_  
Mayor

Attest: \_\_\_\_\_  
City Clerk

The contract is in due form according to law and hereby approved.

\_\_\_\_\_  
Attorney for the City

Date \_\_\_\_\_