



Request for Qualifications

for

Advanced Metering Infrastructure

Stillwater Utilities Authority (SUA)

City of Stillwater, Oklahoma

July 10, 2017

Mandatory scope review meeting in Stillwater

Date: Wednesday, July 19, 2017 (10:00AM)

Statement of Qualifications

Due Date: Monday, August 7, 2017 (5:00PM)

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1.0 DESCRIPTION OF STILLWATER UTILITIES AUTHORITY

Stillwater Utilities Authority (SUA) includes several Utility departments. This document will focus on Advanced Metering Infrastructure (AMI) for the Electric and Water Utility departments. The SUA is defined in the City of Stillwater Code and is governed by a Board of Trustees. The SUA is required by law to seek qualifications for the work scope which is defined and made a part of this Request for Qualifications (RFQ).

2.0 SCOPE AND BACKGROUND

The SUA is seeking a highly qualified company to engineer, design, and provide installation of AMI. The installed system will include electric and water meters. SUA has approximately 20,900 electric meters and 18,000 water meters and is seeking a number of remote functions such as meter reading, disconnect, load management, outage management and endpoint alarm handling, including water pressure monitoring at certain locations.

This project will be funded by local funding. The funding for this project is in the approval process now and will **not** be approved prior to the issuance of this RFQ.

The project scope, at a minimum, will include the following:

- Development of design criteria and construction plans
- Development of budget/cost estimates
- Development of schedule
- Provide, install, provision, and setup all meters, radios, routers, servers, and all other equipment necessary to provide a complete and fully functioning AMI system.
- Strategy for deploying an AMI system throughout the SUA's existing and potential future service areas, including all meters and radios.
- Availability of product and schedules for deployment.
- Testing and commissioning of equipment.
- Training of Owner's personnel.
- Warranty of all equipment and software.
- Aggregation of data for system performance analysis and billing management by Owner.
- Certification of Accuracy for meters, and methodology for testing.
- Design, coordinate, and implement a Performance Pilot.

Vendor shall have the capabilities to provide the services requested in this RFQ.

3.0 RFQ SCHEDULE

Issue Request for Qualifications	Monday, July 10, 2017
Mandatory scope review meeting in Stillwater	*Wednesday, July 19, 2017 (10:00AM)
Deadline for Questions	**Wednesday, August 2, 2017 (5:00PM)
SUA Receive Statement of Qualifications (SOQ)	Monday, August 7, 2017 (5:00PM)
SUA SOQ Evaluation/Creation of Short List Vendors (Notification by August 30, 2017)	Tuesday August 7, 2017 – August 30, 2017
Mandatory pre proposal meeting with SUA	*Monday September 11, 2017 (1:00 – 3:30)
Issue Request for Proposal (RFP) (Short List Vendors only)	Monday September 11, 2017
Deadline for Questions	** Wednesday October 18, 2017
SUA receive proposals	Monday October 23, 2017 (5:00PM)
Vendor proposal presentations	October – December 2017
Vendor negotiations	December – January 2018 (approximate)

After negotiation a vendor will be selected and upon approval from the SUA Trustee's a contract will be executed. The contract will include provision for a performance pilot. Upon successful completion of the performance pilot, deployment of the remainder of the AMI system will commence. If the performance pilot is unsuccessful the contract will be terminated and the vendor which qualified second from the short list will be selected and the process of the performance pilot will be initiated.

Project is contingent upon Stillwater Utilities Authority trustee approval. Project funding as of RFQ issuances date has **not** been approved.

*Mandatory scope review/Pre RFP meetings will be at:

City Hall
723 S. Lewis
Stillwater OK, 74074
Room 2073

**All questions will be compiled and distributed to all the vendors

4.0 TECHNICAL QUALIFICATIONS

SOQ Format:

The SOQ will be limited to a maximum of fifteen (15) pages in length. SOQ should be printed on 8.5" X 11" paper, although charts, matrices, or diagrams may be printed on larger sheets. Type size should be no smaller than 11 point font for narrative sections, but may be reduced for captions, footnotes, etc. as required, while still maintaining legibility. Please submit packages comprised of materials that are easily recyclable or reusable at the conclusion of the evaluation process. Electronic submittals are encouraged but not required.

Your SOQ should include the following information:

1. Vendors name, address, and brief history including technical qualifications.
2. Services to be provided by your company.
3. Services to be provided by sub consultants. If using sub consultants, please describe previous collaborations and prime vendors management approach toward sub consultants.
4. Vendors understanding of project and approach to delivering requested services.
5. Related experience to include:
 - a. Projects of a relevant nature and scope with date of completion.
 - b. Resumes of your key personnel qualified to perform items outlined in the referenced scope of work with an organizational flow chart of the project manager and key personnel assigned to the project.
 - c. References with current contacts on similar size and scope projects.
6. Provide project schedule with key milestones.
7. Vendor Financial Statements

5.0 QUALIFICATIONS EVALUATION CRITERIA

Qualifications will be judged based on vendor's ability to meet the needs of SUA for the design, installation, and commissioning process for the AMI requested. This SOQ should provide all relevant information necessary to allow the SUA to conduct a thorough analysis of the vendor's ability to perform the professional services associated with the project. The following is an example list of criteria that, as a minimum, will be used to review the SOQ.

I. Vendor and Individual Qualifications

- a) Services to be provided by vendor
- b) Qualifications and experience of individuals to be assigned to the project.
- c) Qualifications of personnel assigned to the project that have direct supervision with the AMI system requested.

II. Experience Considerations

- a) Understanding of project scope and approach to service delivery.
- b) Specific project type experience.
- c) Project and work experience specifically with design and implementation of AMI systems.
- d) Project approach
- e) Technical qualifications in general to design and implement proposed AMI system.

III. Ability to perform work

- a) Availability of staff.
- b) Services to be provided by sub-contractors.

IV. References

- a) Quality of design.
- b) Ability to meet schedules/deadlines.
- c) Ability to control cost/meet budgets.
- d) Communication/Cooperation.

SUA reserves the right to consider any other factors that it deems to be relevant to its needs. SUA reserves the right to request additional information from an individual or to request all vendors to submit supplemental materials in fulfillment of the content requirements of this RFQ or to meet additional information needs of SUA. SUA also reserves the unilateral right to waive any technical or format requirements contained in the RFQ.

6.0 SELECTION/REJECTION OF QUALIFICATIONS

SEU intends to review the SOQ's and select the most qualified vendors for further consideration which may include an in person interview in Stillwater. SEU reserves the right to reject any and all qualifications, and to re-solicit for qualifications in the event that any or all qualifications are rejected.

7.0 RFQ COMMUNICATION

All questions or other communication regarding SUA's RFQ should be submitted by email to:

Lee Jackson
Engineering Division Manager
405-533-8401
ljackson@stillwater.org

8.0 QUALIFICATIONS SUBMITTAL DEADLINE

The following deadlines and time-frames apply to this solicitation:

Statement of Qualifications Due: Monday, August 7, 2017 (5:00PM)

Note: Late responses will not be accepted by SUA.

9.0 NOTICE OF RECEIPT OF RFQ – INTENT TO RESPOND

SEU requests that recipients of this RFQ who intend to respond provide a courtesy notice of such intention via email message to elizabethtyner@stillwater.org

10.0 E-MAIL ELECTRONIC COPIES (LESS THAN 6 MB) OF THE STATEMENT OF QUALIFICATIONS OR SIX (6) HARD COPIES TO AND ONE (1) ELECTRONIC COPY:

Elizabeth Chrz
City Clerk
723 S. Lewis Street
Stillwater, Oklahoma 74076
Email: echrz@stillwater.org