



**REQUEST FOR QUALIFICATIONS
DESIGN AND IMPLEMENTATION OF AN ADVANCED
METERING INFRASTRUCTURE SYSTEM**

Responses Due:
1:30 PM, May 29, 2023

**City of Alexandria
Alexandria Utility System
915 Third St.
Alexandria, LA 71301**

CITY OF ALEXANDRIA

**REQUEST FOR QUALIFICATIONS
DESIGN AND IMPLEMENTATION OF AN ADVANCED METERING INFRASTRUCTURE SYSTEM**

PART I

GENERAL

- **PURPOSE:** The City of Alexandria (est. pop. 47,000), herein after “City”, seeks an agreement with a licensed or otherwise qualified Individual, Firm, or Corporation, herein “Respondent”, to design and implement an advanced metering infrastructure (AMI) solution for its electric, gas, and water utilities as a turnkey solution. The corporate limits of the City encompass approximately 27 square miles; its main corridor of growth is westward along LA Highway 28 West.

The City currently has over 68,000 metered service endpoints. 18,636 of these endpoints are equipped with first-generation or second-generation Itron ERTs in a partially deployed automated meter reading (AMR) solution.

Meter Type	Analog Meters	ERT Meters
Electric	18,004	8,214
Electric (Net Meters)	49	104
Gas	14,586	3,092
Water (Single)	16,693	7,216
Water (Compound)	130	10
Water (3 Register)	4	0
Sewer (Flow Meters)	9	0
Total	49,475	18,636

The City desires to retain the services of an experienced and qualified professional to design an AMI solution that will be cost-effective, utilize existing radio-enabled meters (if practical) and optimize life cycle benefits. The selected professional should also have experience in equipment procurement, implementation management, computer network integration, and quality control functions with previous projects. The City of Alexandria may elect to fund the project from federal American Recovery Plan Act (ARPA) funds, Infrastructure Investment and Jobs Act (IIJA) funds, borrowed funds, its own funds or some combination of these funding sources. The selected professional should have experience and expertise understanding applicable federal funding accounting and reporting requirements.

The City has not made a decision regarding the final procurement method for the purchase and installation of the AMI solution. Procurement may follow traditional public works bidding protocols consistent with LA Title 38 or utilize a Request for Proposals model consistent with Louisiana Attorney General’s Opinion No. 09-0078 whichever is in the best interest in the City. As a part of the RFQ process the City invites alternative procurement methods and solutions such as cooperative endeavors, leased arrangements, or similar structures which minimize the City’s initial capital invest or need to borrow funds as a source of project financing.

- **BUDGET:** The City seeks to contract for the scope of services herein. Once this phase of work is complete additional funds may be made available for procurement and construction phase services.
- **ATTACHMENTS:** Attachments A thru B are herein made a part of this solicitation:

Attachment A: Reference Sheet

Attachment B: Submittal Form

- **CLARIFICATION:** For questions or clarifications of specifications, you may contact:

Michael P. Marcotte, Director of Utilities

City of Alexandria

Telephone: 318-449-5010

michael.marcotte@cityofalex.com

The individual listed above may be contacted by email for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Alexandria through the Purchasing Department. All questions received will be logged; a comprehensive Q&A clarification document will be posted not less than five (5) days before the response deadline.

- **RESPONDENT REQUIREMENTS:** The receipt and opening of a solicitation response shall not be construed as the City's acceptance of such as qualified and responsive.
 1. Respondents shall be licensed firms, corporations, individuals or partnerships with experience in the design, procurement, and implementation of an advanced metering infrastructure (AMI) solution which uses one technological architecture to remotely read all electric, gas, and water meters in use in the City's utility service territory.
 2. Respondents shall also be experienced in the deployment of ancillary AMI data utilization applications such as real-time electric outage reporting, the identification of instances of continuous flow events at individual water meters, and the development of a real time, customer side estimate cost-of-use portal.
 3. The Respondent's project team is a material portion of the RFQ grading rubric. Once a contract has been executed the City shall require that only the agreed upon project team employed by the Respondent work with and interact with City staff.
 4. **Persons and firms practicing Engineering Services in the State of Louisiana must possess proper licensing and registration in accordance with Louisiana laws.**
- **COMMITTEE REVIEW AND SELECTION:** An evaluation committee will review each response to determine the most highly qualified Respondent on the basis of demonstrated competence and qualifications using the following weighted criteria. A consensus score will be assigned to each response. Respondents may be required to make an oral presentation to the selection team to further present their qualifications. These presentations will provide the Respondent the opportunity to clarify their qualifications and ensure a mutual understanding of the services to be provided and the approach to be used.

Criteria	Possible Points
Relevant Qualifications and Experience	50
Available Resources	10
Methodology, Approach and Timeline	20
Work Samples and References	20
Total	100

The evaluation process may reveal additional information for consideration. The City reserves the right to modify, on an equitable basis for all Respondents, the evaluation structure and weighted criteria to accommodate these additional considerations to serve the best interest of the City.

- **AWARD:** The City reserves the right to enter into an Agreement with a single award, split awards, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation. The City reserves the right to reject any or all responses, or delete any

portion of the response, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City.

- **AGREEMENT TERM:** The initial term of the resulting agreement shall be determined by the proposed and agreed upon project timeline.
 1. If the Respondent fails to perform its duties in a reasonable and competent manner, the City shall give written notice to the Respondent of the deficiencies and the Respondent shall have thirty (30) days to correct such deficiencies. If the Respondent fails to correct the deficiencies within the thirty (30) days, the City may terminate the agreement by giving the Respondent written notice of termination and the reason for the termination.
 2. If the agreement is terminated for any reason, within five (5) working days after receipt of the City's Notice of Termination, the respondent shall turn over all records, to include but not be limited to the following: drawings, plans, specifications, estimates and any other records reasonably expected to have been created at the point in the project timeline the Agreement is terminated
 3. The City seeks timely delivery of all elements of the Scope of Work herein. Late delivery penalties may be included in the Agreement.

- **NON-APPROPRIATION:** The resulting Agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the Agreement at the end of any fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated yearly quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving successful Respondent a written notice of termination at the end of its then current fiscal year.

- **COSTS INCURRED:** Respondent shall acknowledge that the issuance of a solicitation shall in no way obligate the City to award a contract or to pay any costs associated with the preparation of a response to said solicitation. The costs in developing and submitting proposals, preparing for and participating in oral presentations or any other similar expenses incurred by a Respondent are the sole responsibility of the Respondent and shall not be reimbursed by the City.

PART II

SCHEDULE

1. **SOLICITATION SCHEDULE:** It is the City's intention to comply with the following solicitation timeline:

Event	Event Date
RFQ Released	April 24, 2023
Deadline for Respondent Questions	May 22, 2023
Questions and Answers to be posted on the City of Alexandria website on or before	May 24, 2023
RFQ Opened (last day to submit Responses)	May 29, 2023 at 1:30 p.m.

Respondents may be required to make an oral presentation to the evaluation committee to further present their qualifications. These presentations will provide the Respondent the opportunity to ensure a mutual understanding of the services to be provided and the approach to be used.

The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at: www.cityofalexandria.com/rfp for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancelations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.
3. **RESPONSE DUE DATE:** Signed and sealed responses are due no later than **1:30 PM**, on the date noted above to the Purchasing Department. Mail or carry sealed responses to:

FedEx, UPS or Hand Deliver to:

**City of Alexandria Purchasing Department
2021 Industrial Park Road
Alexandria, LA 71301**

Mail to:

**City of Alexandria Purchasing Department
PO Box 71
Alexandria, LA 71309-0071**

NOTE: Due to the current longer than customary regular mail handling and delivery times, this method of submittal is strongly discouraged.

Responses received after this time and date shall not be considered.

- 3.1. Sealed responses shall be clearly marked on the outside of packaging with the Solicitation title, number, due date and "**DO NOT OPEN**".
 - 3.2. Facsimile or electronically transmitted responses will **not be accepted**.
 - 3.3. Late responses will be returned to Respondent unopened if return address is provided.
 - 3.4. Responses cannot be altered or amended after opening.
 - 3.5. No response can be withdrawn after opening without written approval from the City for an acceptable reason.
 - 3.6. The City will not be bound by any oral statement or offer made contrary to the written specifications.
4. **AGREEMENT NEGOTIATIONS:** In establishing an agreement as a result of the solicitation process, the City may:
 - 4.1. Review all submittals and determine which Respondents are reasonably qualified for award of the agreement.
 - 4.2. Determine the Respondent whose submittal is most advantageous to the City considering the evaluation criteria.
 - 4.3. Attempt to negotiate with the most responsive, qualified Respondent an agreement at fair and reasonable terms, conditions and cost.
 - 4.4. If negotiations are successful, enter into an agreement.
 - 4.5. If not successful, formally end negotiations with that Respondent. The City may then:
 - 4.5.1. Select the next most highly qualified Respondent and attempt to negotiate an agreement at fair and reasonable terms, conditions and cost with that Respondent.
 - 4.5.2. The City shall continue this process until an agreement is entered into or all negotiations are terminated.
 - 4.6. The City also reserves the right to reject any or all submittals, or to accept any submittal deemed most advantageous, or to waive any irregularities or informalities in the submittal

received.

5. **POST AWARD MEETING:** The City and Respondent shall have a post award meeting to discuss, but not be limited to the following:
 - 5.1. Provide City contact(s) information for implementation of agreement.
 - 5.2. Identify specific milestones, goals and strategies to meet objectives.

PART III

RESPONSE REQUIREMENTS

1. **SOLICITATION SUBMISSION REQUIREMENTS:** To achieve a uniform review process and obtain the maximum degree of comparability, the responses shall be organized in the manner specified below. Responses shall not exceed twenty (20) pages in length (excluding title pages(s) and index/table of contents, attachments or dividers). Information in excess of those pages allowed will not be evaluated. One page shall be interpreted as one side of a double-spaced, printed, 8 1/2" X 11" sheet of paper. It is recommended that responses not be submitted in ringed binders or metal spirals to conserve cost for both the Respondent and the City.

The Respondent shall submit **one (1) original signed paper copy and four (4) copies**, clearly identified as a "COPY" of its Response.

In addition, the Respondent shall submit one (1) flash drive, each containing a complete copy of Respondent's submission in PDF electronic format. A complete copy of the Response includes all documents required by this Solicitation. The flash drive shall be titled: "SOLICITATION NUMBER - Complete copy of [Name of Respondent]'s submission." **Failure to provide a flash drive may result in disqualification for award.**

If supplemental materials are included with the Response, each flash drive must include such supplemental materials. The Response and accompanying documentation are the property of the City and will not be returned.

- 1.1. Title Page (1 page) – Show the solicitation title and number, the name of firm, address, telephone number(s) name of contact person and date.

TAB #1

- 1.2. Letter of Transmittal (1 page) – Identify the services for which solicitation has been prepared.

- 1.2.1. Briefly state your firm's understanding for the services to be performed and make a positive commitment to provide the services as specified.
- 1.2.2. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, telephone numbers and e-mail address.
- 1.2.3. The letter shall be signed by a corporate officer or other individual who has the authority to bind the firm. The name and title of the individuals(s) signing the solicitation shall be clearly shown immediately below the signature.

TAB #2

- 1.3. Table of Contents (1 page) – Clearly identify the materials by Tab and Page Number.

TAB #3

- 1.4. Previous Performance/Experience – Provide detailed information on firm and team experience with providing Services as described in the Scope of Work.

- 1.4.1. Respondent shall identify key project staff, task leaders and sub-consultants along with their respective field and expected services to the City for the Scope of Work on behalf of the firm. Information shall include education and professional registrations. Resumes shall be included for each of the individuals and sub-consultants referenced which demonstrate their qualifications to satisfy all the critical and service requirement areas. The City reserves the right to approve or disapprove all sub-consultants prior to any work being performed. **RESUMES SHALL NOT COUNT TOWARD THE 20-PAGE CONTENT LIMIT.**
- 1.4.2. **Respondent shall provide a representative list of similar completed projects in the past 3-4 years with a scale and complexity similar to the project being**

considered by the City. The list shall include the location, City, services provided by your firm, term of services, project construction cost and an ownercontact name, telephone and e-mail address. Include a brief overview of each project with, at a minimum, a short description of the services provided and methodology used for projects. Each project shows shall show acreage size and photography of completed installation.

1.4.3. **Proof of licensure shall be required with submittal. Persons and firms practicing Architectural and Engineering Services in the State of Louisiana must possess proper licensing and registration in accordance with Louisiana laws.**

TAB #4

1.5. Available Resources, Consultant Location, and DBE Team Members – Provide information on size, resources and business history of the primary firm as well as any DBE enterprises partnering with the Respondent.

TAB #5

1.6. Methodology – Respondent shall define the method and approach to be used.

TAB #6

1.7. Timeline – Respondent shall provide a timeline to complete the project as per the Scope of Work contained herein.

TAB #7

1.8. Work Samples – Respondent shall provide work samples of designs successfully completed for similar properties. Work samples can include but are not limited to preservation plans, drawings, renderings and photography.

1.9. Pending or Past Instances of Alternative Dispute Resolution or Litigation – Respondents shall provide a brief summation of all AMI projects in the last five (5) years which included Alternative Dispute Resolution or litigation in a court of competent jurisdiction between the Respondent and the Project Owner. If the Respondent has not such instances of AMI projects in the last five (5) years which included Alternative Dispute Resolution or litigation in a court of competent jurisdiction between the Respondent and the Project Owner, Respondent shall certify same in a written, notarized statement.

ATTACHMENT A
RESPONDENT'S REFERENCE SHEET
PLEASE COMPLETE AND RETURN THIS FORM WITH THE SOLICITATION RESPONSE

SOLICITATION NUMBER: _____

RESPONDENT'S NAME: _____ DATE: _____

Provide the name, address, telephone number and **E-MAIL** of at least three (3) Municipal and/or Government agencies or firms of comparable size that have utilized similar service within the last two (2) years. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

1. Municipal Utility's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: ()

2. Municipal Utility's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: ()

3. Municipal Utility's Name _____
Name of Contact _____
Title of Contact _____
E-Mail Address _____
Present Address _____
City, State, Zip Code _____
Telephone Number () Fax Number: ()

FAILURE TO PROVIDE THE REQUIRED INFORMATION WITH THE SOLICITATION RESPONSE MAY AUTOMATICALLY DISQUALIFY THE RESPONSE FROM CONSIDERATION FOR AWARD.

Vendor Information

Vendor Name:		Address:	
Email Address:		*City, State, Zip:	
Phone Number:		Federal EIN*:	
*Federal Employers Identification number in the Federal EIN field above. In an effort to minimize identity theft, every company MUST have an Employers Identification Number (EIN) prior to award of a contract. For information on obtaining your EIN, you may contact the IRS at (800) 829-4933 or visit https://www.irs.gov/forms-pubs and complete the Form SS-4.			

Award Notice: The City of Alexandria reserves the right to accept or reject all or any part of any bid, waive minor technicalities, and award the Agreement that will best serve the interest of the City of Alexandria.

SIGNATURE REQUIRED

The person who signs this Coversheet must have the authority to bind the company to a contract. If a corporation, the Corporate Seal must be affixed hereto by ink stamp, raised stamp, or uneditable electronic means

Printed
Name:

Title:

Signature:

Date: