



REQUEST FOR PROPOSALS

Advanced Metering Infrastructure Planning, Specification
Writing and Project Management Services

PROPOSALS DUE by 3:00 p.m., September 7, 2018

LAS VIRGENES MUNICIPAL WATER DISTRICT
4232 LAS VIRGENES ROAD
CALABASAS, CA 91302

August 2018

REQUEST FOR PROPOSALS
Las Virgenes Municipal Water District

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I. BACKGROUND INFORMATION

The Las Virgenes Municipal Water District (District) provides drinking water, wastewater treatment, recycled water, and composting for 70,000 residents that live in Calabasas, Agoura Hills, Westlake Village, Hidden Hills, and unincorporated areas of Los Angeles County, which includes areas in Westhills, Chatsworth, and the Santa Monica Mountains. There are approximately 22,000 residential and commercial customers with metered water service connections. Maps in the attached documents illustrate the District's service area. The meters are read manually on a monthly basis.

In 2005, the District began deploying a Datamatic Automatic Meter Reading (AMR) / Advanced Metering Infrastructure (AMI) system to where 40% of the meters were upgraded in a seven-year period. Starting in 2011, the District started seeing failures in the system – specifically the Firefly meter interface units (MIUs). Datamatic subsequently filed for bankruptcy and the District reverted to manually reading the upgraded meters. The District began looking into a replacement, which eventually led to hiring TritonAMI to conduct a study and make recommendations for implementing a new AMR/AMI System. A copy of the 2015 Report (Revised in 2017) is attached. The report identifies and compares different AMR/AMI systems and includes cost estimates. The Advanced Metering Infrastructure Development Program Report was used as a basis to developing this RFP and will provide guidance in the development of specifications and a formal bid package for procuring a new AMR/AMI System. The District recognizes that AMR/AMI technology has changed since the time the report was completed and that the cost estimates in the report are outdated. \$12 million has been budgeted to implement a new AMR/AMI System.

II. SCOPE OF WORK

The proposed scope of work includes the following tasks; however, the consultant can include additional tasks as appropriate:

- Kickoff Meeting with District AMR/AMI Team
- Confirm solution/design parameters/criteria with District Team
- Investigate and make recommendations on ways to optimize the tentative solution/design
- Research and incorporate bid document requirements for State Revolving Fund (SRF) Loan Compliance
- Develop Engineer's Estimate
- Write specifications and compile bid package for AMR/AMI procurement and installation, including new meters and lids
- Create maps for inclusion in the specification and bid package as needed
- Address District staff comments to bid package (allow 3 reviews at 80%, 95%, and 99% completion levels) – at least 3 bids are desired
- Respond to Requests for Information during bid period
- Develop and conduct prebid meeting
- Review bids and assist District with selection of successful bidder
- Develop and conduct preconstruction meeting
- Review and approve or reject submittals by vendor/contractor
- Review and approve or reject progress payments requests

- Provide construction management services, providing inspection of work and act as the District's agent during the deployment of fixed antennas and meters.
- Work with District staff and vendor/contractor to troubleshoot and fix data transmission issues
- Other proposed services and tasks, as required.

III. SERVICES OR DATA PROVIDED BY DISTRICT

The District will provide the following data, access, services or resources:

- State Revolving Loan Fund Application
- CEQA Documentation/CEQA Filing (already done – Categorically Exempt)
- Cultural Resources Study (for SRF Funding) (completed)
- All costs for duplicating bid documents for the purpose of receiving bids
- Costs for procuring meters, fixed network system, lids and installation costs
- Access to District facilities
- Available records / GIS data
- Public outreach and notification efforts

IV. MINIMUM CONSULTANT QUALIFICATIONS

- The District's standard Consultant Agreement is included as an attachment. The consultant shall have the ability to execute the agreement in this form.
- Ability to comply with District's insurance requirements per the attached Consultant Agreement.
- Experience with specification writing for capital projects and/or product procurements
- Project management / construction management experience
- Proven experience on at least one recently completed project for AMR/AMI is preferred

V. PROPOSAL REQUIREMENTS

- Legal name of firm with address, telephone number and the name of at least one principal.
- Project understanding and approach.
- A recommended scope of work, which clearly displays an understanding of the project including a proposed schedule and a description of proposed deliverables.
- Scope, names, qualifications and principals of any sub-consultants.
- List of assumptions or recommended services that are not a part of the proposal.
- References for at least one recently completed project in which similar services were provided for AMR/AMI. If none, provide references for a large capital or product procurement service that was provided.
- Names and résumés of individual(s) proposed to perform the services, including proof of professional registrations, as appropriate.
- Cost to perform the services, a schedule of rates and any anticipated rate changes. The costs and rate schedule shall be provided in a **separate** sealed envelope. Costs should be broken down into individual tasks by manhours and hourly rates. Note: the envelope will not be opened until staff has ranked consultants based on qualifications, experience, and best fit with regards to the detailed scope of work that is proposed.

VI. EVALUATION CRITERIA

Proposals will be evaluated based upon the following:

- A comprehensive and understandable Scope of Work.
- Expertise in performing the Scope of Work.
- The quality of performance on similar past projects, including those on which the proposed team has worked together.
- The ability to meet time schedules and complete the work within established budgets.
- The firm's history and resource capacity to perform the requested service.
- The experience and qualifications of assigned personnel.
- The level of effort and cost for the services.

Interviews with selected consultants may be conducted as a part of the review process.

VII. SCHEDULE

The following project schedule is tentative and subject to change:

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|--|----------------------------|
| • Request for Proposals | August 10, 2018 |
| • Deadline for Proposer Questions | August 31, 2018 |
| • Proposal Due Date (3:00 p.m.) | September 7, 2018 |
| • Interviews (if necessary) | Week of September 24, 2018 |
| • Acceptance of Proposal | October 9, 2018 |
| • Execution and Notice to Proceed | November 13, 2018 |
| • Complete Specifications and Bid Documents for AMR/AMI System | May 3, 2019 |
| • Bid and Award Period | May 2019 – October 2019 |
| • AMR/AMI System Deployment | October 2019- October 2020 |

VIII. ATTACHMENTS

- Tentative System Solution
- Template Consultant Agreement
- Advanced Metering Infrastructure Development Program (2015, Rev. September 2017)
- Las Virgenes MWD Potable & Recycled Water System, 11x17 color map showing allowable locations for DCU antennas at District-owned facilities

IX. Questions

Questions concerning this RFP must be submitted via e-mail to the RFP Coordinator prior to the Deadline for Proposer Questions identified in VII. Schedule. Questions received after the deadline will not be addressed. The questions submitted and the District's responses shall be posted to the District's procurement area on its website <https://www.lvmwd.com>.

X. RFP Coordinator

All communications concerning this RFP must be submitted to the RFP Coordinator via the email address identified below. The RFP Coordinator will be the sole point of contact for this RFP. RFP Coordinator:

Joe McDermott, PE.

jmcdermott@lvmwd.com

818-251-2130

Proposer contact with any staff member or Board Member in the District other than the RFP Coordinator is expressly forbidden and may result in disqualification of the Proposer's bid.

Please submit three (3) physical copies and one (1) digital copy of your proposal no later than 3:00 p.m. on **September 7, 2018 by mailing or delivering them to:**

Attn: Joe McDermott, P.E.
Las Virgenes Municipal Water District
4232 Las Virgenes Road
Calabasas, CA 91302

The proposed fee and rate schedule shall be provided in a separate sealed envelope.