The City of Marlow/Marlow Municipal Authority
P.O. Box 113, Marlow, OK 73055
City Hall located at 119 S. 2nd
580-658-5401

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)

July 6, 2017

The City of Marlow, Oklahoma/Marlow Municipal Authority ("City") hereby requests qualifications and pricing from companies that are experienced in, and capable of developing, managing and implementing a system-wide conversion to a fixed base automated meter reading system (AMI) in order to read the City's residential, commercial, and heavy commercial utility meters. The City currently provides water service to a monthly average 2,200 customers and electric service to a monthly average of 2,300 customers. The intent of this project is to eliminate the need for manual meter reading for monthly billing and final readings of utility service, while providing a significant improvement in the quality and quantity of meter reading and customer information available to the City for billing, trend and consumption analysis, turn-on and shut-off service of electric meters and other two-way communication of utility meters. The City recognizes that a multi-disciplined project team will be required to execute this project based upon the multiple components that must be purchased, financed (by City), installed, configured, commissioned and programmed. The City intends to award one contract to one prime contracting entity ("Firm") that will be responsible for every aspect of the project. This project will be funded by the Marlow Municipal Authority through the City's general fund, and therefore the Firm will be provided an Appointment of Agent for the use of the City's tax-exempt status. The project should be bid as a tax-exempt project.

In issuing this RFSQ, the City does not intend to publish a detailed technical specification that addresses every feature and component of the proposed AMI system. Instead, the City has provided an overview of its performance expectations for the AMI system in order to allow interested companies the flexibility of submitting their best solution to the City. This approach will enable the City to take advantage of the most technologically advanced AMI system available while allowing for fair evaluation of all responses and remaining within standard purchasing procedures established in the City charter, ordinances and statutes of the State of Oklahoma.

Proposals will only be considered from companies that meet or exceed the following criteria:

- Must have self-performed at least three (3) AMI projects using the same system that is being proposed for the City to include one (1) project of at least 10,000 meters or more and one (1) project of at least 10,000 meters or less.
- Must be able to document a corporate bonding capacity of at least $5 million (five million dollars)
- Must be able to document an absence of any AMR/AAMR/AMI related litigation activities involving other municipalities

- Proposed AMI and data management system must interface with Tyler Technologies Incode accounting system version 9.0 (System does not need to include customer access)
- Turn-key solution including installation of all components

This RFSQ does not commit the City to award a contract to any company, pay any costs incurred by any company in the preparation of its RFSQ response, or contract for any of the services referenced herein. Additionally, the City reserves the right to accept or reject any or all proposals received as a result of this RFSQ process if it is in the best interest of the City to do so.

- This RFSQ shall be legally published once per week for two consecutive weeks on Thursday, July 6, 2017 and Thursday, July 13, 2017 in the newspaper of record, The Marlow Review.
- A pre-bid conference will be held on Wednesday July 19, 2017 at 10:00 a.m. at Marlow City Hall, 119 S. 2nd, Marlow, OK, for City staff to address any additional information required for an accurate and efficient proposal submission.
- Any questions outside of the pre-bid conference shall be submitted in writing to Jason McPherson, City Administrator at jmcpherson@cityofmarlow.com no later than 1:00 p.m. on Friday, July 21, 2017. If the City deems it necessary to respond to any questions submitted, the City will publish responses by addendum to all interested parties via e-mail no later than 12:00 noon on Wednesday, August 2, 2017.
- Proposals must be received at Marlow City Hall, 119 S. 2nd, Marlow, OK 73055 by 2:00 p.m. on Thursday, August 17, 2017 in a sealed envelope. Proposals received after this time will be deemed non-responsive and will be returned to the respondent unopened.
- Each Proposal must be accompanied by a Bid Bond payable to the City for five percent (5%) of the Bid Amount (as shown in Exhibit A). Once all proposals have been evaluated, the City will return Bid Bonds to all respondents except for the chosen Firm. The Firm's Bid Bond will be retained until the Payment Bond and Performance Bond have been executed, after which time the Bid Bond will be returned. As an alternate option, respondents may submit a certified check in the amount of five percent (5%) in lieu of a Bid Bond.
- On-Site Proposals will be scheduled the week of August 28, 2017. Respondents will present Proposals along with equipment, data management system, etc. City staff will be able to ask questions of Respondents. Proposals will be scheduled at 10:00 a.m. and 2:00 p.m. during that week and Respondents shall limit Proposals to one hour. That time frame shall not include follow-up questions from City Staff. City Staff will evaluate Proposals to recommend Firm to City Council.
- On Tuesday, September 26, 2017, the City Council will approve the selection of the Firm and will execute a contract with the Firm to commence with project implementation, thereafter.
- The entire AMI project must be completed within one hundred and twenty (120) days of AMI material being delivered to the City.

Contact information for this project:

Jason McPherson
City Administrator
580-658-5401
jmcpherson@cityofmarlow.com

Respondents are hereby prohibited from contact any other City Staff member or City Councilman or Marlow Municipal Authority Trustee at any point during the procurement process without first obtaining prior approval of Mr. McPherson. Doing so is grounds for immediate disqualification.

PROPOSAL REQUIREMENTS

Written Proposals will be submitted on the date listed in the RFSQ. Subsequent on-site proposals will be scheduled by City Staff and Respondents.

Provide four (4) copies of your proposal, submitted in the format outlined below so that each proposal can be evaluated fairly. Proposals will be evaluated based on the material and substantiating evidence presented and not on the basis of what is inferred. There shall be no limit on the number of pages in the proposal, but respondents should pay mind to including pertinent information only. On-site Proposal presentations shall be limited to one-hour, not including staff Q&A. Respondents must meet the minimum requirements stated herein to qualify for consideration.

Section 1 – Executive Summary and Bonding
Provide an overview of Company's experience with similar AMI projects and why you believe that your company, and system proposed, is best suited to serve the City. In addition, your response to this Section should include your Company's Bid Bond and evidence of your Company's bonding capacity as stated in this RFSQ.

Section 2 – Corporate Overview and Project Team
Provide general information on your Company, the key employees that will be assigned to this project, and similar background information for any AMI system equipment supplier(s) or subcontractor(s) that your Company intends to utilize on this project.

Section 3 – Proposed AMI Solution
Provide a detailed overview of how your Company's proposed AMI technical solution will address the performance criteria outlined by the City in "Exhibit B" of this RFSQ. Your response to this section should include diagrams, schematics, data sheets, propagation studies, warranty coverage, and any other relevant technical information to convey the merits of your proposed solution. The City is only interested in proven AMI technology that has been successfully deployed and has proven to provide the best solution. As such, your response must include contact information (name of entity, number of meters, date of completion, name, phone and email of point of contact) for municipalities and public entities where your Company has deployed a similar AMI solution. It is preferred that at least one of the contacts is located in

Oklahoma, or an explanation of why there are no Oklahoma contacts. This section shall also include details on the Data Management System and features.

In order to prevent a "determination of fault" misunderstanding, the City prefers that all equipment and component parts of the AMI (including but not limited to water meters, electric meters, encoded registers, data collectors, transmitters, etc.) be procured from one (1) company. The City further requires one (1) point of contact that is capable of processing all product warranty claims for all AMI equipment proposed. This shall be documented in the proposal. If this is not possible in the proposal, an explanation is required.

Section 4 – Project Management and Data Management Plan
Provide a detailed overview of how your Company intends to successfully manage this project including ongoing communication with the City, progress reports, problem resolution, quality control, and overall system commission. A deployment timeline must be included. In addition, your proposal should address how your Company will handle the integration and coordination of data between the City's utility billing system, your proposed AMI equipment, and your Company's meter installation handheld computers. At a minimum, the City requires that the following data be captured and delivered electronically to the City for upload into its utility billing system – previous meter reading, current meter reading, new meter serial number and new AMI transmitter serial number.

Section 5 – Pricing
Provide a completed Bid Form as outlined in "Exhibit A" of this RFSQ.

Water meters (to include modules)

3 inch meter:	Qty – 1
2 inch meter:	Qty – 350
1 inch meter:	Qty – 800
¾ inch meter:	Qty – 1,393
Other water associated costs	

Electric Meters (all remote disconnect)

2S CL200 3W:	Qty – 2,350
1S CL100 2W:	Qty – 35
2S CL320 3W:	Qty – 25
3S/4S 120/480V 3W:	Qty – 40
15S/16S 120/480V 4W:	Qty – 100
8S/9S 120/480V 4W:	Qty – 100
12S 120/480V 4W:	Qty – 20
5S/6S 120/480V 4W:	Qty – 30
Other electric associated costs	

Infrastructure

All infrastructure one-time cost

Data Management/Customer Service

Installation/Configuration
Training
Annual service (hosting)
All other one-time DM costs

Evaluation Criteria/Scoring

Section 1: Executive Summary/Bonding	5%
Section 2: Corporate Overview and Project Team	10%
Section 3: Proposed AMI Technical Solution	35%
Section 4: Project Management and Data Management Plan	25%
Section 5: Pricing	20%

All proposals will be evaluated, scored, and ranked using the percentages shown above following the on-site presentations. Once again, the City reserves the right to accept or reject any or all proposals received as a result of this RFSQ process if it is in the best interest of the City to do so.

Thank you for your interest in our project.

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EXHIBIT A – BID FORM

The undersigned respondent hereby declares and represents that:

1) My Company has carefully examined and fully understands the project requirements as stated in the RFSQ.
2) My Company has not received, relied upon, or based our proposal on any verbal instructions contrary to the RFSQ or any subsequent addenda.
3) My Company has a bonding capacity of at least $5 million (five million dollars)
4) My Company has never been involved in any AMR/AAMR/AMI related litigation with other cities.

Name of Company: _____

Name/Title of Authorized Signatory: _____

Signature of Authorized Signatory: _____

ITEMIZED BID BY PHASE

WATER $_____

ELECTRIC $_____

INFRASTRUCTURE $_____

DATA MGMT/CUSTOMER SVC $_____

Total Bid Amount: $_____

Total Bid Amount (written form):_____

_____

What will the annual operation and maintenance cost for the City to maintain AMI infrastructure components, data collectors, software, ongoing data backhaul, etc. This figure is not necessarily computed in the total bid price, but will be evaluated for future cost to the City.

Annual: $_____

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EXHIBIT B – PERFORMANCE CRITERIA

The City is soliciting proposals from qualified providers in order to develop, finance, manage and implement a system-wide conversion to a two-way fixed base AMI, which is capable of meeting or exceeding the following criteria:

1. Replace existing utility meters (water and electric) with new meters in order to improve customer service, reduce meter reading costs, and increase capabilities of capturing true billable water and electric consumption. Current water and electric meters installed are from several different vendors.
2. Provide transmissions with a backfill capability so that if transmissions are missed over a period of time (160 hours minimum), the endpoint will automatically update the AMI system with any missed reads once communications are re-established.
3. Reduce the City's meter-reading associated costs of fuel usage, productivity of affected department, misreads, etc.
4. Must have full two-way communication capability (all the way to the AMI transmitter) allowing for not only reading but reprogramming of the endpoint remotely.
5. Must be capable of over the air setup commands such as reading resolution, leak detection parameters, transmit mode, reading interval, and update firmware.
6. Must be capable of demand reads, setup and binding commands, and requesting alarm status on demand.
7. Must have transmitter power output of at least 250Mw in order to maximize signal transmission range and improve overall system reliability.
8. Must be time synchronized with the collector to allow true top of the hour reads.
9. Can utilize a Primary Licensed FCC Frequency or a 902-928MHz frequency hopping spread spectrum platform to enable robust operation, high capacity bandwidth, and interoperability with current and future applications. If licensed frequency is offered the Respondent must warranty the system from frequency license loss.
10. Must provide for leak detection on the customer side and help support leak detection capabilities on the distribution side.
11. All Respondents are required to submit the most current nationally published warranty statements for batteries, transmitters and all other associated AMI components.
12. Respondent shall include firmware upgrades for all system components, including MIUs, DCUs, repeaters and portable interrogator/programming/testing units at no additional cost or separate annual maintenance fee. Respondent shall provide any available upgrades or patches to such firmware to correct problems, add new standard features, and ensure system compatibility and full functionality for a minimum of 20 years or the expected life of the components (indicate if it is other than 20 years) at no additional cost, including installation. Firmware upgrades to the MIUs and DCUs must be done over the fixed

network without the need to physically visit the equipment in the field. Indicate if and how firmware patches or upgrades would be applied to each system component.

13. Respondent shall price in its proposal and provide a sufficient number of data collectors and boosters to obtain at least one daily reading within three days of the scheduled reading date for billing purposes from at least 99.5 percent of all meters on which the system is installed, to obtain at least one daily read per day including 24 hourly reads on water and 15-minute reads on electric from at least 97.5 percent of meters on which the system is installed, and to obtain at least 97.5 person of all readings taken hourly or at more frequent intervals if needed, unless there are temporary physical barriers beyond the control of the City of the Respondent. Respondent shall define in detail any qualifiers to these requirements. Describe the "rule of thumb" distance and the MIU and DCU can be apart and meet or exceed these performance requirements.
14. Describe the capacity of each system component in terms of the number of meter readings stored (in total and per meter) and/or the number of meter readings that can be transmitted or received in a given time interval. What happened as capacity is approached? What happens when it is exceeded? (for example, does new data overwrite old data?) Describe any provisions in the system for archiving old meter reading data. Must be able to store at least 320 days of hourly usage data within each device for water and 15-minute data for electric.
15. Respondent is solely responsible for determining the mix of date collectors, repeaters, and MIU placement strategies needed to meet or exceed the reading success rates. Indicate the estimated number of data collection units needed to achieve that level of performance. The City desires that the DCUs have redundancy built into the system in case of DCU failure. The MIUs must recognize that a DCU is not collecting its data and automatically reconfigure to move its data through another DCU in the system. Describe the proposed amount of redundancy and how the redundancy operates.

These fixed base data collection points should be located on City property or on secure controlled access locations to minimize vandalism. If the collector site is a third party site, not owned by the City, the Respondent must include the annual lease fee for each site. The City is only interested in proven AMI technology that has been successfully deployed over many years and the City will therefore not consider unproven systems which fail to meet the requirements described herein.

Each data collector shall have the capability of storing reads for a minimum of thirty (30) days so that in the event of a catastrophic failure at the back office interface or with the communications backhaul, the monthly reads can still be collected from the field data collector. Because of this requirement, the data collector shall be at the ground level in a readily accessible configuration with a separate antenna to be mounted to the tower. The actual data collector (not the antenna) shall not be mounted above five (5) feet in height.

Installation Responsibilities

Shutoffs: The Respondent will be responsible for shutting off the utility to each meter serviced as well as notifying each customer of the utility shutoff. Some assistance may be required from the City with the notification of its customers. The installation team will knock on the doors of the

residential customers as well as leave notifications on their doors. In the case of large commercial customers such as schools, nursing homes, grocery and convenience store or any other commercial customer, special efforts will be made to ensure minimum disruption to their utility needs. In order to prevent any damage from running flush valves or any other plumbing fixtures that are sensitive to water shutoffs, water meter replacements must be scheduled with these commercial customers. Regardless of any effort of the Respondent, the ultimate responsibility for any and all plumbing fixtures inside of the buildings will remain with the end user.

Meter Boxes, Vaults, and Roadways: The Respondent is responsible for the repairing of any damage it causes to the meter boxes and/or vaults that result from its installation efforts. However, the Respondent shall not be liable for pre-existing conditions or leaks. Some areas of concrete and other hard surfaces may need to be broken-up in order to gain access to meters. If this is the case, the affected area will be restored to a condition as close as possible to the condition that existed prior to installation.

Liability: The Respondent is responsible for any damages that occur within twelve (12) inches on either side of the water meter resulting from its installation efforts. Any damages incurred within this area will be promptly repaired at the Respondent's expense. The Respondent is not liable for damages outside of the set area, either on the water distribution side or on the customer side of the water meter. In addition, the Respondent is not liable for any pre-existing conditions including leaks, faulty workmanship and materials from previous projects or excessive rust.

Data Management: Respondent will coordinate with the City to obtain an electronic download of all billing data for use in Respondent's installation handheld(s). It is the Respondent's responsibility to ensure the accuracy of data import/export between the City's utility billing system (Incode/Tyler Technology), the AMI manufacturer, and the Respondent's handheld installation computer(s). For each meter installed, Respondent shall electronically capture the previous meter reading, the new meter serial number, the new AMI register serial number, and the new AMI transmitter serial number. This data will then be delivered to the City in an electronic format suitable for mass upload into Incode. Electronic uploads will take place two (2) times per week and will not disrupt the City's existing billing process in any way.

Progress Reporting: The City requires online access to the Respondents' project management software in order to interactively track installation, number of meters installed per day, substantial completion by route, anticipated completed date by route and other key performance indicators.

NON-COLLUSION AFFIDAVIT

STATE OF)

COUNTY)

The undersigned (architect, contractor, supplier or engineer), of lawful age, being first duly sworn, on oath says that this invoice or claim is true and correct. Affiant further states that the (work, service or materials) as shown by this invoice or claim have been (completed or supplied) in accordance with the plans, specifications, or request furnished the affiant. Affiant further states that (s)he has made no payment directly or indirectly to any elected official officer, or employee of the State of Oklahoma any county or local subdivision of the State of money or any other thing of value to obtain payment.

Company:_____

By:_____

Title:_____

Subscribed and sworn to before me _____day of_____, 20_____.

_____
NOTARY PUBLIC

My commission expires:

_____

(SEAL)