

**City of North Las Vegas**  
**Request for Proposal**  
**Advanced Metering Infrastructure Project**

**RFP No. 2017-004**

FEBRUARY 12, 2017

## City of North Las Vegas

### Request for Proposal

#### Advanced Metering Infrastructure Project

#### 1. INTRODUCTION

##### 1.1. GENERAL

The City of North Las Vegas (City) is seeking proposals from Prospective Bidders who offer a system-wide Advanced Metering Infrastructure (AMI) System. The Prospective Bidder must have demonstrated experience in the supply and delivery of water meters, registers, automatic meter reading endpoints and the supply, delivery, implementation and training of a fixed network radio frequency or cellular AMI system. All endpoints must operate with two-way capabilities from the endpoint to the Advanced Metering Analytics (AMA) software.

The AMA software will provide metering data to the City's billing system through an Application Program Interface (API). In addition, system information and other service tools will be provided to assist the City in serving their customers. The AMA software shall also provide a consumer engagement module that includes online access and a smart phone application to allow the City's customers and customer service staff access to meter usage information.

This Request for Proposal (RFP) invites Bidders to submit a Technical Summary and Cost Proposal describing the means and approach to financing, start-up, installation (if included) and implementation of the City's AMI System. Once complete, the City will operate and maintain the system, and provide customer billing, and related services.

**Proposals can be retrieved at [www.demandstar](http://www.demandstar.com) beginning February 13, 2017.**

Proposals must be submitted and received by the City no later than **10:00 am on Tuesday, March 21, 2017** at the following location:

Joemel Llamado, P.E.,  
Deputy Director of Utilities  
City of North Las Vegas  
Utilities Department  
2250 Las Vegas Blvd. North, Suite 200  
North Las Vegas, NV 89030

All proposals shall be submitted in sealed packages and in accordance with the requirements of Section 4 of this RFP.

## **1.2. OBJECTIVES AND REQUIREMENTS**

The City of North Las Vegas is issuing this RFP from qualified, experienced contractors who will furnish all materials, equipment and other services, including installation if proposed, as maybe required to completely install a new or maintain and expand our existing AMR and fixed network AMI System. The meters, parts and software that will be used for anticipated new construction and/or maintenance of existing units.

## **2. GENERAL BACKGROUND INFORMATION**

### **2.1. OVERVIEW**

The City of North Las Vegas operates an expansive water system encompassing all of the incorporated City and the Township of Sunrise Manor in Clark County with over 88,000 water meters, across a service area covering more than 150 square miles (see attached Exhibit 1 - Utilities Service Area Map). Currently, the Utilities Department (Department) reads the system monthly with a mobile reading system (AMR) and through a cellular based AMI system. The goal of the Department is to migrate gradually to a fully automated reading system allowing readings to be collected remotely. Additionally, the City wishes to improve its service to its customers by providing tools to help manage consumption and promote conservation.

### **2.2. BACKGROUND**

The Utilities Department began converting to its automated meter reading program over eleven years ago. At that time, it chose the Sensus AMR system as the standard. In 2009, the City switched from the Sensus AMR to Metron Farnier AMR. The Department is now in a position where it has to repair or replace units. The Department is also expanding its number of service accounts through new construction. For new construction development, an electronic AMA (Advanced Meter Analytics) with a cellular or a fixed network radio frequency registers will be considered.

The City also desires to help its customers manage their irrigation schedules, in compliance with the Southern Nevada Water Authority seasonal requirements and conservation efforts. For accurate irrigation analysis, the system should provide very granular (short) interval usage data from the meter end points.

The system should provide customers with sophisticated leak detection features. Leak detection should not be limited to just continuous leaks (e.g. dripping faucets) but also be capable of detecting intermittent leaks such as leaking toilet valves that may only be active for a short period (minutes or hours) at a time and only a portion of the day.

It is the intent of the RFP for the City of North Las Vegas to obtain proposals for the replacement and repair of registers and radios which may also include water meters, and the installation and operation of an AMI system to serve all connections in the City. The City's water system currently includes several brands and types of water meters and parts, such as Sensus, Metron, Badger and Neptune. Please refer to Exhibit 2 (attached) for a complete inventory of meters in the City's system. This equipment may stay in operation if 100 percent compatible with the new equipment proposed for this project. Otherwise, the existing equipment shall be replaced with new equipment. The desire of the City is to have a single AMI system for all connections served by the City.

### **3. RFP PROCESS**

#### **3.1. SUBMITTAL SCHEDULE**

Respondents are encouraged to submit early as the City will begin reviewing proposals as soon as they are submitted. Should the City decide a proposal meets all of the requirements in this RFP and determines it is in the best interest of the City; a contract will be negotiated and submitted to City Council for approval.

##### **Tentative City Schedule**

<b>RFP Issued</b>	<b>February 12, 2017</b>
<b>Pre-Proposal Conference</b>	<b>February 28, 2017 at 10:00 a.m. Utilities Building 2829 Fort Sumter, Las Vegas, NV 89030</b>
<b>Cutoff for Requests for Information</b>	<b>March 7, 2017</b>
<b>Proposals Due</b>	<b>March 21, 2017 at 10:00 p.m.</b>
<b>Presentations</b>	<b>April 4, 2017</b>
<b>Selection</b>	<b>April 2017</b>
<b>City Council Approval</b>	<b>June 2017</b>

#### **3.2. REQUESTS FOR CLARIFICATION**

Requests for Clarification of any topics in this RFP shall be directed to:

Joemel Llamado, P.E., Deputy Director of Utilities, [llamadoj@cityofnorthlasvegas.com](mailto:llamadoj@cityofnorthlasvegas.com)

Requests for Clarification must be received **in writing via email**. Interpretation or modification of this RFP document will be done by Addenda only. Oral responses and interpretations or modification given by other methods are not binding. Responses to requests for clarification will be in writing and shall be distributed to all Respondents in the form of an Addendum and without identification of the source of any inquiry.

#### **3.3. PROPOSAL EVALUATION PROCESS**

##### **3.3.1 OVERVIEW**

In the evaluation of the proposals, the City will utilize the evaluation criteria (factors) set forth in this RFP. The result of the evaluation will be a recommendation to City Council by the Utilities Department to enter into one or more contracts with a Respondent to potentially fund, supply the materials and implement the AMI System and or to defer any further action on any of the proposals or any portion of the proposals.

City staff will evaluate the responses to this RFP. City staff may utilize technical, legal, and financial consultants in completing its evaluation.

### **3.3.2 PRESENTATION**

#### **Presentations are anticipated to occur on April 4, 2017. This date is subject to change.**

Proposers shall also be required to provide a 1-hour presentation. Team members required to be at the presentation are the proposed project manager, field supervisor, and lead training person with sufficient Information Technology knowledge to address technical issues. The presentation should include the following components as applicable to the proposed scope of work. 1. Overview and justification of selected meters (as applicable). 2. Overview of AMI solution technology. 3. Demonstration of software being proposed with the AMI solution. 4. Include the guaranteed read rate and what will be done to obtain this rate should it not be met. 5. Failure rate percentage and any known product issues or defects. What is currently being done to correct them? 6. Read increments and time length of data storage and any associated costs, including any cellular or data costs for transmissions to or from the cloud. Monthly infrastructure charges and any reoccurring charges, such as cellular or network charges, must be clearly defined. For cellular services, state the provider and term of agreement if applicable. 7. If the AMA is capable of displaying information pertaining to the battery life, backflow, communication errors, tampering alarms or alerts and the GPS location of the unit. 8. Address how backfilling will occur when reads are missed (i.e. transmission errors or battery failure if applicable). 9. If the meter cannot be read because of physical or electrical interference, explain how this will be addressed. 10. State what information will be available in the AMA, if the API will have the capability to upload meter attributes such as account number, cycle, route, GPS, meter size by meter or by group. 11. Describe the tools, training, computer, peripherals and software required for the installation and for ongoing maintenance and the associated costs for required equipment. 12. Not all of the City's service area falls within the City's boundary. Address how any collectors or towers will be installed and maintained.

### **3.3.3. PROPOSAL EVALUATION CRITERIA**

All proposals received will be reviewed and evaluated by a committee of qualified personnel. This committee will recommend for selection the proposal that best meets the objectives outlined in the requirements of this request.

During the evaluation process, the City may require a Proposer's representative to answer questions with regard to the proposal and/or make a formal presentation to the review committee.

Each of the technical categories will be evaluated to determine the best score by category. The review committee will make a recommendation to award the contract or contracts based on the criteria set forth below:

Evaluation Description	Weighted Value
<b>Required Infrastructure to Ensure System-wide Coverage (Cost, Effort, Responsibility, Warranty, Risk)</b>	30%
<b>Customer Conservation Features (Irrigation Usage Analytical Tools, Usage Interval Data, Advanced Leak Detection Algorithms, etc.)</b>	25%
<b>Cost (Infrastructure Investment for Full System Coverage, Scalability, Cost per End Point, retrofit (if proposed) to existing meters, Ongoing Support Fees)</b>	25%
<b>Ease of Implementation (Required Onsite Software Implementation, Required in-house Hardware Installation, Training, ease of use, customer service, etc.)</b>	10%
<b>Other System Specific Advantages</b>	10%

The City of North Las Vegas wishes to receive proposals for a "state of the art" automated meter reading and water conservation system to achieve efficiency gains and provide its customers with tools for water usage management.

**3.34. Project Financing Plan**

Each proposal must contain a project financing plan outlining the total project cost, funding mechanism and timeline. The City has budgeted up to \$2 million per year towards the AMI project. Contractor's submitting for this RFP are encouraged to provide a plan not only based on the City's budget, but submit a private financing plan that will result in a complete and functioning system in 3-5 years with extended payments by the City of up to 10 years.

Funding terms and conditions must be outlined in detail, clearly showing expectations of the City in the financing plan.

### **3.35. Responsiveness to RFP**

The City will consider responsiveness to the RFP requirements in evaluating the submittals. The degree of completeness of Respondent's proposal will also be considered. The City reserves the right to reject any proposal that is deemed by City staff, in their sole discretion, to be incomplete or non-responsive.

### **3.3.6. REFERENCE CHECKS**

The City reserves the right to verify experience and qualifications, including verification of quality on past projects, through interviews and, possibly, site visits to proposed reference facilities at any point in the evaluation process. The City may choose to conduct any portion of the reference checks and site visits during the RFP process. Qualifications of firms and individuals may also be verified in this manner. In addition, the City retains the right to interview and/or visit facilities where Respondent team members have worked.

### **3.3.7. REQUESTS FOR CLARIFICATION OR RESUBMISSIONS**

At its sole discretion, the City may ask written questions of Respondents, seek written clarifications, conduct in-person or telephone discussions on proposals with Respondents, and solicit updated proposals during the evaluation and selection process.

## **4. ADMINISTRATIVE REQUIREMENTS**

### **4.1. OTHER PROCUREMENT REQUIREMENTS**

#### **4.1.1. RESPONDENT RESPONSIBILITY FOR PROPOSAL PREPARATION COSTS**

The City is not liable for any costs incurred by any Respondent associated with the preparation of a proposal.

Selected Respondents may be asked to present their proposals and/or to demonstrate ability to provide products or services to the City in a personal presentation in North Las Vegas. The Respondent shall bear all costs for such presentations.

#### **4.1.2. SUBSTANTIVE PROPOSALS**

By submitting a proposal, Respondent certifies that (a) Respondent's proposal is accurate and is not made in the interest of, or on behalf of, an undisclosed person, contractor (defined here as any entity capable of contracting with the City for provision of products or services), or entity; (b) Respondent has not directly or indirectly induced or solicited any other contractors to put in a false or sham proposal; (c) Respondent has not solicited or induced any other person, contractor, or entity to refrain or abstain from proposing; (d) Respondent has not sought by collusion to obtain for themselves any advantage over any other Respondent or over the City.

#### **4.1.3. INFORMATION DISCLOSURE TO THIRD PARTIES**

All material provided to the City during the procurement process and any subsequent agreement negotiation and administration would be expected to be used without restriction by the City in the future.

Respondents shall clearly mark any portions of their proposal submittals that they are proprietary and confidential information by including the following language preceding that section of the proposal:

“The following section contains confidential and proprietary information that may not be disclosed to any party outside the City of North Las Vegas staff without prior written authorization by [insert name of Respondent here]”

#### **4.1.4. CITY'S RIGHTS**

This RFP constitutes an invitation to Respondents to submit proposals to the City. The City reserves, holds without limitation, and may exercise, at its sole discretion, the following rights and conditions with regard to this RFP process, to which by responding to this RFP, Respondents acknowledge and consent to the following:

- To terminate the procurement process or decide not to award the project or enter into an agreement as a result thereof by written notice to the Respondents for any reason or no reason whatsoever.
- To waive any defect, technicality, or any other minor informality or irregularity in any proposal, or any other response from Respondents, as determined by the City in its sole discretion.
- To make major changes or alterations to the RFP schedule for any events associated with this procurement process upon notice to the Respondent. Minor modifications may be made without notice to Respondents.
- To eliminate any Respondent that submits an incomplete or inadequate response, or is not responsive to the requirements of this RFP, or is otherwise deemed by the City, in its sole discretion, to be unqualified during any stage of the procurement process.
- Without prior notice, to supplement, amend, or otherwise modify this RFP, or otherwise request additional information.
- In the event the City receives questions concerning this RFP from Respondents prior to the deadline for response, the City reserves the right to provide such questions, and the City's responses, if any, to all prospective Respondents.
- Neither the City, nor its elected officials, staff, agents, employees, representatives or Respondents will be liable for any claims or damages resulting from any aspect of this RFP process.
- To visit and examine any of the facilities referenced in the proposals and to observe and investigate the operations of such facilities, as well as other facilities not referenced in the proposals as may be deemed necessary by the City.
- To conduct investigations with respect to the qualifications and experience of each Respondent included in its proposal and to request additional evidence to support any such information.
- To take any action affecting the RFP process or the project that is determined to be in the City's best interests.
- To request clarifications, information, and/or revised proposals from Respondents.
- To discontinue negotiations with the selected Respondent and commence negotiations with another Respondent or any other party.
- To select and enter into an agreement with one Respondent whose proposal best satisfies the interests of the City and is most responsive in the judgment of the City to the requirements of this RFP.

#### **4.1.5. CONFLICTS OF INTEREST**

No officer, employee, or agent of the City, nor any member of the immediate family of any such officer, employee, or agent as defined by City ordinance, shall have any personal financial interest, direct or indirect, in any agreement resulting from this procurement process, either in fact or in appearance. The Respondent must comply with all federal, state, and City conflict of interest laws, statutes, and regulations.

The Respondent represents that it presently has no interest and shall not acquire any interest, direct or indirect, in any agreement resulting from this procurement process that would conflict in any manner or degree with the performance of the services and obligations there under.

#### **4.2. SELECT AGREEMENT REQUIREMENTS**

##### **4.2.1. GENERAL**

Respondent must submit a complete response to the RFP, which will be retained by the City. Proposals shall provide complete details of the Respondent's approach to meet the requirements of this RFP. The proposal submittal requirements are presented in Section 5 of this RFP.

##### **4.2.2. AMENDMENTS TO THE RFP**

The City of North Las Vegas reserves the right to amend this RFP by an Addendum at any time prior to the date set for receipt of proposals. Responses to requests for clarification will be in writing and shall be distributed to all Respondents in the form of an Addendum and without identification of the source of any inquiry. If revisions are of such a magnitude to warrant, in the City's opinion, the postponement of the date for receipt of proposals, an addendum will be issued announcing the new date.

#### **5. SUBMITTAL REQUIREMENTS**

##### **5.1. GENERAL REQUIREMENTS**

Submit six (6) written copies and one (1) digital copy of the proposal on or before the stated submittal deadline to:

Joemel D. Llamado, P.E.,  
Deputy Director of Utility  
City of North Las Vegas  
Utilities Department  
2250 Las Vegas Blvd. North, Suite 200  
North Las Vegas, NV 89030

**Proposals must be received by the date and time stated herein.** The envelope shall be labeled as Proposal–Advanced Metering Infrastructure Project, and the name and address of the interested Respondent on the front of the envelope.

Interested Respondents are responsible for the timely and accurate delivery of their proposals. Only those proposals received at the above address on or before the date and hour set for receipt of proposals will be eligible for consideration. Any proposal received after the closing time, regardless of the method of delivery, may be returned to the Respondent unopened. Proposals may not be withdrawn after the closing time.

The City reserves the right to reject any or all proposals, including without limitation the rights to reject any or all nonconforming, nonresponsive, or conditional proposals and to reject the proposal of any Respondent if the City believes that it would not be in the best interest of the City to consider a project proposal from that Respondent, whether because the proposal is not responsive or the Respondent is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by the City.

## **5.2. FORMAT REQUIREMENTS AND ORGANIZATION**

The City desires to allow Respondents maximum flexibility to be efficient in preparing proposals. As such, no specific format restrictions or page limitations are required. However, Respondents are strongly encouraged to submit a concise proposal that provides the detailed explanation of Respondent's approach focusing on the requirements previously stated and categories of information that address stated.

Additional clarifying details related to Respondent's financial capacity to deliver the proposed project should be included along with more detailed information regarding the specific elements of the technical approach to deliver to the City the Advanced Metering Infrastructure Project.

## **6. AVAILABLE INFORMATION INCLUDED FOR RESPONDENTS USE**

Exhibit 1 – Service Area Map

Exhibit 2 – Meter Inventory