



COMMUNITY SERVICES DISTRICT

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JURUPA COMMUNITY SERVICES DISTRICT

REQUEST FOR PROPOSAL

Automated Metering Infrastructure (AMI) System

Jurupa Community Services District
11201 Harrel Street
Jurupa Valley, CA 91752

Issue Date: February 8, 2024
Due Date: March 7, 2024
Thursday, 10:00 A.M.

Project Manager: April Sturge
Phone: (951) 685-7434 Ext. 106
asturge@jcsd.us

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1. REQUEST FOR PROPOSALS (RFP)

A. OVERVIEW

Proposals are being accepted by Jurupa Community Services District (JCSD or District) for qualified consultants (hereinafter referred to as "Consultant") to provide an Automated Metering Infrastructure (AMI) System including endpoint and network hardware, software, meters, contract installation, training and support services with cost estimates and schedule for implementing an AMI system within the District boundaries.

B. PROPOSAL SUBMITTAL DETAILS

Proposals are due on or before **Thursday, March 7, 2024**, by **10:00 A.M. PST**.

- Potential proposers who wish to submit to JCSD must submit their proposals electronically (PDF format) to:

April Sturge,
Customer Service Manager
asturge@jcsd.us

The email subject shall read "**Proposal from (*Consultant's Name*): AMI System.**"

- Proposals will be sent to April Sturge by **Thursday, March 7, 2024**, no later than **10:00 A.M. PST**; all proposals after the deadline shall be rejected
- Proposers are encouraged to send their electronic proposals utilizing the DELIVERY and READ receipts enabled
- The delivery receipt will be the proposer's verification that the proposal has been sent to JCSD prior to the 10:00 A.M. deadline; all electronic files must be less than 20MB in size, as this is JCSD's limit for email submission

Proposals will not be opened immediately. JCSD will open and review all proposals at a later time. Results will be readily accessible to all proposers once a determination has been made.

C. DISCLAIMER

This Request for Proposal does not commit the District to award a contract or pay any costs incurred in preparing the proposal. The District reserves the right to extend the due date for the proposal, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified Consultant, to

cancel this request in part or its entirety, and to procure alternate or additional contracting services.

More than one proposal from an individual, firm, partnership, corporation, or association under the same or different names shall not be considered except where one submission is proposing a fixed-based solution and the second submission proposes a cellular-based solution. JCSD shall not be liable for any pre-contractual expense incurred by the Consultant.

2. ANTICIPATED SCHEDULE

The following estimated dates have been set for this project:

RFP Advertisement Date	February 8, 2024
Questions due no later than	February 22, 2024
Responses to Questions, if needed	February 29, 2024
RFP Due Date	March 7, 2024
Proposal Review and Interviews, if applicable	March 14, 2024
Anticipated Board Approval, if applicable	April 22, 2024
Notify Consultants of Selection	April 22, 2024
Complete Contract Negotiations	April 23, 2024

Questions regarding the RFP shall be addressed to the Customer Service Manager, April Sturge via email at asturge@jcsd.us. All questions must be received prior to the deadline shown in the Project Schedule above. Answers to these questions will be sent to all prospective Consultants. No answers will be given on an individual basis.

3. PROPOSAL FORMAT

A. PROPOSAL REQUIREMENTS

The Consultants are requested to prepare a proposal in accordance with the Scope of Work. The proposal shall be submitted with a maximum of 20 typewritten pages. All pages shall be 8.5"x11", except that the schedule and Work Plan may be 11"x17" and count as one page. The page count does not include the proposal covers, cover letter (maximum two pages), detailed scope of work, or an appendix, which may contain material to support the proposal, such as detailed resumes and other material. The proposal shall contain the following information as a minimum:

- **Approach to Work**
Using the Scope of Work as a guide, describe proposed work tasks in sufficient detail to present the proposed method of approach. Discuss any

unique ideas/concerns relating to the project. Information provided should focus on the approach to successfully complete the work. State any assumptions used in the approach formulation and discuss any proposed changes to the Scope of Work. Indicate estimated labor hours (by job title and/or team member name) needed to complete each work task and discuss proposed project management, quality assurance, and cost control techniques.

Provide a project schedule for the work showing task sequence, time required to complete each task, person-hours by task, reviews, milestones and total project duration. The schedule should show how the Scope of Work will be accomplished within the identified time schedule. Explain how the proposed organization and schedule will make optimum use of resources. This schedule shall also include all necessary District workshops and review activities. (Note: Consultant shall allow a minimum of twenty (20) business days for any District review activities.) Discuss any unique ideas/concerns relating to the project.

- **Specialized Experience**

Indicate experience gained from recent work similar to the proposed project. Emphasize experience that will be applied to the proposed work and the firm's ability to complete the work within budget and on schedule. Describe the qualifications and availability of other professional, technical, and administrative resources that will be used to perform the work.

- **Project Team**

Describe the project team and the estimated labor hours (by job title) of key staff committed to completing the work described. Emphasize the specialized experience of specific individuals. Describe the anticipated level of District involvement. Key personnel that are included in the proposal must be committed for the duration of the project. Any substitutions or changes to the project team must be brought to the attention of and approved by the District.

- **References**

Provide at least three references that can comment on the past performance of the firm(s) and key staff on a project comparable to the proposed work completed within the last five years. Please include brief descriptions of the project, consulting budget, start and end dates, roles of any proposed team members, and the contact's name and telephone numbers of a knowledgeable owner/client representative for any related projects you wish to use as references.

- **Conflicts/Contractual Issues**

Indicate if there are any personnel or organizational conflicts of interest. If there are none, then provide a statement to this effect. Provide a description

of any exceptions requested to JCSD's Professional Services Agreement (Attachment A), including indemnity and insurance provisions. If there are no exceptions, a statement to that effect shall be included in the proposal.

B. FEE PROPOSAL REQUIREMENTS

Note that the method of compensation shall be based on a time and expense basis subject to the not-to-exceed amount for the effort to complete the project. Consultant shall submit a separate email with the subject "Fee Proposal from Consultant's Name: AMI System" and shall include the following minimum information:

- Detailed labor-hour estimate by personnel classification for the major portions of the work broken down by task and subtask per the Scope of Work and any proposed optional tasks
- Fees for any sub-consultants and/or subcontractors shall also be included by task
- Total not-to-exceed fee estimate based on the Scope of Work
- Current hourly fee schedule for this project

The contractor shall provide an itemized pricing sheet that provides the total cost for a complete AMI system for a 20-year project life. The cost proposal shall be all inclusive of the services and equipment necessary to implement the Project. The contractor shall supply unit prices and related annotations that will help the District to reasonably determine the total life cycle cost of owning, operating, using, and maintaining the proposed AMI system over a 20-year period from the date of Notice to Proceed.

Prices shall include all materials, labor, shipping, tools, equipment, hardware and software, taxes, supervision, insurance, bonds, materials, rental, parking, permitting, engineering certificates, and indirect cost. The cost proposal shall identify any other expenses that are not listed herein, but will be required in order for the Contractor to implement the Project properly. The contractor shall explicitly indicate if any of the recurring prices/fees shall be subject to an inflator and, if so, what the inflator will be.

The itemized pricing sheet must include the basis of fees to be charged including, but not limited to the following:

- Price per Endpoint/encoder install
- Pricing for reoccurring monthly costs
- Pricing for API integrations
- Pricing for initial deployment of pilot
- Pricing for total deployment of approximately 33,447 water meters

- Recurring fees (charges for software support, and upgrades, battery replacement costs, and other recurring maintenance costs that are anticipated during the 20 year-project life.

4. SELECTION OF CONSULTANT

A. CRITERIA FOR SELECTION

Selection among the proposals received shall be based upon (but not necessarily in the order given) the following:

- Project Understanding and Approach
- Thoroughness of the proposed scope of work and realistic plan for completion of the project
- Reasonableness of the proposed project schedule, ability to commence work immediately after execution of the contract, and ability to complete the required work within the specified time
- Qualifications and experience of the project team, including appropriate professional registrations, based on work performed on similar projects, capacity of the team to handle all aspects of the project, and capability to manage the project
- Exceptions to JCSD's Professional Services Agreement (Attachment A), taken by the Consultant

Each Consultant's Proposal shall be evaluated and ranked based on the technical criteria. Following the ranking of the proposals, the fee for the top-ranked Consultant will be opened and reviewed for its reasonableness relative to the proposed scope of work. JCSD will then negotiate the final Scope of Work and fee estimate with the top-ranked firm. If an agreement cannot be reached with the highest ranked firm, then negotiations will be terminated, and the firm will be informed in writing.

5. SCOPE OF WORK

The selected Contractor shall be responsible for implementing the AMI system for the District's water meters. The scope of work to be completed shall include but is not limited to, providing all equipment, materials, software, installation, training and technical support service for District staff, system startup and testing, and all other appurtenances necessary to provide a functional Advanced Metering Infrastructure system. The system must comply with all applicable Rules and Regulations of the

Federal Communication Commission (“FCC”), and Environmental and Safety and Regulations. The prospective contractors shall present the District with their best AMI solution addressing the District’s goals and objectives and all aspects of the technical requirements in Attachment B. The proposed solution submitted in response to this RFP will become part of the resulting contract scope of work. Project background and a Scope of Work for this RFP are provided in Attachment B.

6. LIST OF ATTACHMENTS AND REFERENCE DOCUMENTS

The following attachments are included in the RFP:

- Attachment A – JCSD’s Professional Service Agreement
- Attachment B – Scope of Work

The following documents will be available on the District web page at:
<http://www.jcsd.us/bids>