

INFORMATION FOR BIDDERS

NOTICE IS HEREBY GIVEN that the Municipal Utility Board (MUB), City of Pryor Creek, OK will receive sealed proposals in the Municipal Utility Board's Office, Suite A, 12 North Rowe, Pryor Creek, OK 74361, until 2:00 PM, February 17, 2023. The MUB must receive proposals before the time and date stated above. The MUB reserves the right to reject any and all proposals. The MUB intends to purchase and invites you to submit a sealed proposal for the following item:

Requests for Statement of Qualifications (RFSQ) for an Advanced Metering Infrastructure (AMI) System for the automation of electric, water, and natural gas utility meters. A pre-bid conference will be held at 10:00 AM, January 4, 2023 for interested vendors at Municipal Utility Board's Office, Suite A, 12 North Rowe, Pryor Creek, OK 74361. Complete RFSQ is available for review <https://mubpryor.org/> and at Municipal Utility Board's Office.

Municipal Utility Board of City of Pryor Creek, Oklahoma
P.O. Box 249, Pryor Creek, OK 74362
Pryor City Hall, 1st Floor – Suite A, located at 12 N. Rowe, Pryor, OK 74361
918-825-2100

REQUEST FOR STATEMENT OF QUALIFICATIONS (RFSQ)

December 12, 2022

The Municipal Utility Board (“MUB”) of City of Pryor Creek, Oklahoma 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 MUB’s residential, commercial, and heavy commercial utility meters. The MUB currently provides water service to a monthly average 5,035 customers, natural gas service to a monthly average of 4,325 customers, and electric service to a monthly average of 4,999 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 MUB for billing, trend and consumption analysis, turn-on and shut-off service of electric meters and other two-way communication of utility meters. The MUB 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 MUB), installed, configured, commissioned and programmed. The MUB 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 MUB through the MUB’s general fund, and therefore the Firm will be provided an Appointment of Agent for the use of the MUB’s tax-exempt status. The project should be bid as a tax-exempt project.

In issuing this RFSQ, the MUB does not intend to publish a detailed technical specification that addresses every feature and component of the proposed AMI system. Instead, the MUB 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 MUB. This approach will enable the MUB 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 MUB 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 MUB 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 MUB 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 MUB to do so.

- This RFSQ shall be legally published once per week for two consecutive weeks on Monday, December 12, 2022 and Monday, December 19, 2022 in the newspaper of record, The Paper.
- A pre-bid conference will be held on Wednesday, January 4, 2023 at 10:00 a.m. at Pryor City Hall, Suite A, 12 N. Rowe, Pryor, OK, 74361 for MUB 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 Jared Crisp, P.E., General Manager at crispj@pryorcreek.org no later than 1:00 p.m. on Friday, January 27, 2023. If the MUB deems it necessary to respond to any questions submitted, the MUB will publish responses by addendum to all interested parties via e-mail no later than 12:00 noon on Friday, February 3, 2023.
- Proposals must be received at Pryor City Hall, Suite A, 12 N. Rowe, Pryor, OK 74361 by 2:00 p.m. on Friday, February 17, 2023 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 MUB for five percent (5%) of the Bid Amount (as shown in Exhibit A). Once all proposals have been evaluated, the MUB 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 March 6, 2023. Respondents will present Proposals along with equipment, data management system, etc. MUB staff will be able to ask questions of Respondents. Proposals will be scheduled at 9:00 a.m. and 2:00 p.m. during that week and Respondents shall limit Proposals to two (2) hours. MUB Staff will evaluate Proposals to recommend Firm to the MUB.
- On Monday, March 20, 2023, the MUB 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 an agreed upon date between the Firm and MUB of AMI material being delivered to the MUB.

Contact information for this project:

Jared Crisp, P.E.
General Manager
918-825-2100
crispj@pryorcreek.org

Respondents are hereby prohibited from contacting any other MUB Staff member or MUB Board Member at any point during the procurement process without first obtaining prior approval of Mr. Crisp. 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 MUB Staff and Respondents.

Provide eight (8) 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 MUB. 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 MUB 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 MUB 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 MUB prefers that all equipment and component parts of the AMI (including but not limited to water meters, electric meters, natural gas meters, encoded registers, data collectors, transmitters, etc.) be procured from one (1) company. The MUB 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 MUB, 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 MUB’s utility billing system, your proposed AMI equipment, and your Company’s meter installation handheld computers. At a minimum, the MUB requires that the following data be captured and delivered electronically to the MUB 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 meters, modules, etc.)(prefer non-moving parts in water meters)

8 inch meter:	Qty – 1
4 inch meter:	Qty – 17
2 inch meter:	Qty – 93
1 inch meter:	Qty – 102
5/8 inch meter:	Qty – 4,822

Other water associated costs

Natural Gas Meters (prefer ultrasonic meters)

250 meter:	Qty – 4,145
400/425 meter:	Qty – 39
630/675 meter:	Qty – 28
1000 meter:	Qty – 22

Specialty meter (to be discussed
at the Pre-Bid Meeting): Qty – 91

Other natural gas associated costs

Electric Meters (all remote disconnect except CT meters)

2S CL200 3W:	Qty – 4,500
4S CL20 3W:	Qty – 142
8S/9S CL20 120/480V 4W:	Qty – 214
14S/15S/16S CL200 120/480V 4W:	Qty – 140
15SE/16SE CL320 120/480V 4W:	Qty – 3

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	25%

All proposals will be evaluated, scored, and ranked using the percentages shown above following the on-site presentations. Once again, the MUB 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 MUB 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 \$ _____

NATURAL GAS \$ _____

ELECTRIC \$ _____

INFRASTRUCTURE \$ _____

DATA MGMT/CUSTOMER SVC \$ _____

Total Bid Amount: \$ _____

Total Bid Amount (written form): _____

What will the annual operation and maintenance cost for the MUB 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 MUB.

Annual: \$ _____

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EXHIBIT B – PERFORMANCE CRITERIA

The MUB 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, natural gas, 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, natural gas, 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 MUB'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 natural gas; 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 percent of all readings taken hourly or at more frequent intervals if needed, unless there are temporary physical barriers beyond the control of the MUB 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 happens 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 natural gas; 15-minute data for electric.
 15. Respondent is solely responsible for determining the mix of data 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 MUB 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 MUB property or on secure controlled access locations to minimize vandalism. If the collector site is a third party site, not owned by the MUB, the Respondent must include the annual lease fee for each site. The MUB is only interested in proven AMI technology that has been successfully deployed over many years and the MUB 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 MUB 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 MUB 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 MUB'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 MUB 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 MUB's existing billing process in any way.

Progress Reporting: The MUB 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)