

REQUEST FOR PROPOSALS (RFP)



REQUEST FOR PROPOSAL (RFP) FOR SYSTEM AUDIT 2017

RFP Title: Clatskanie People’s Utility District System Audit 2017

RFP Response Due Date and Time:
2:00 pm Pacific, April 28, 2017

Number of Pages
(including cover &
map): 16

Issue Date:
March 31, 2017

ISSUING AGENCY INFORMATION

Clatskanie People’s Utility District
495 E. Columbia River Highway, Clatskanie, OR 97016
Website: clatskaniepud.com
Contract Administrator: Lynn Donner, 503-308-4596, ldonner@clatskaniepud.com
Project Manager: Charles O’Hare, 503-308-4579, cohare@clatskaniepud.com

INSTRUCTIONS TO RESPONDENTS

Return Sealed Proposal to:
Clatskanie People’s Utility District
Lynn Donner
495 E. Columbia River Hwy
PO Box 216
Clatskanie, OR 97016

Mark Face of Envelope/Package with:

RFP Response – System Audit 2017

RESPONDENTS MUST COMPLETE THE FOLLOWING

Company Name/Address:

(Name/Title)

(Signature)

By my signature, I agree to be bound to the terms and conditions contained in this proposal. I am authorized to submit this proposal on behalf of the company named herein.

Type of Entity (e.g., corporation, LLC, etc.)

Phone Number:

E-mail Address:

FAX Number:

PROPOSALS MUST BE SUBMITTED WITH THIS FORM AS THE COVER

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1 Introduction

This Request for Proposal (RFP) has been provided by Clatskanie People’s Utility District; hereafter called DISTRICT, to prospective industry providers of utility mapping and inventory solutions; hereafter called Contractor, to provide sealed Proposals for the proposed project described herein. The purpose of this RFP is to evaluate and select at least one qualified contractor that is capable of demonstrating competence in the area of Global Positioning System (GPS) equipment and its data collection techniques, Geographic Information System software and its application, utility mapping knowledge and experience, along with an accurate method of identifying Rural Utility Service (RUS) construction specifications.

This document (hereafter referred to as “RFP”) also has the following purposes:

- Serve as a focal point to structure and refine DISTRICT needs.
- Clarify objectives to avoid the many problems and costly mistakes (for the DISTRICT and the Contractor) that occur when expectations of the DISTRICT and Contractor do not align.
- Provide clarity and efficiency to the Contractor proposal and selection process and serve as the foundation for a contract.

DISTRICT intends to quickly review Contractor bids and move expeditiously to selection and implementation. The selection process is very much dependent on responses to this RFP and no Contractor is favored at this time. If you received this RFP, the team has interest in a proposal from your company.

2 Background

The DISTRICT is a political sub-division of the state of Oregon and functions under ORS 261 and other applicable laws with:

5 substations	Approximately:
10 feeders	4625 meters
DISTRICT geographical area:	2700 transformers
275 square miles	1300 lights
	255 circuit miles
	760 conductor miles

3 Scope of the Project

The Preferred Contractor will deliver project requirements to the DISTRICT’S headquarters, located at 495 East Columbia River Highway, Clatskanie, OR. The project is generally described as:

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Collecting and recording the geographical position (GPS) points of specific electrical plant facilities described herein - located in or about DISTRICT'S Service Territory in varying portions of Columbia and Clatsop counties. Further work will include creating database features of each corresponding point, collecting respective attribute data and other related data information for DISTRICT'S Geospatial Information System spatial database.

This project requires the Contractor to be technically capable of collecting and assimilating the collected data by substation into DISTRICT'S geodatabase schema with all required relationships and other specifications stated herein.

All work will begin at DISTRICT'S substations with the demarcation point being the first pole outside the substation fence and will continue to the end of the line or open point between another feeder or substation. Collection will be taken on DISTRICT operated facilities regardless of ownership.

The Contractor shall deliver a weekly progress report to DISTRICT'S Project Manager by 10:00 AM PST every Monday via email regardless of whether or not work was performed through the duration of the project. The report must indicate the following at a minimum:

- Feeder(s) collected in the previous week
- Feeders(s) slated for the coming week
- Number of GPS points collected in the previous week
- Number of crews working
- Expected completion delivery of feeder(s) or substation(s) where fieldwork has been completed

4 Terms of the Project

After the execution of a contract between DISTRICT and the Preferred Contractor, the project will start within thirty (30) days and the field inventory will need to be completed within seven (7) months of the first day of collection efforts. This term shall not be extended unless an extension is agreed to in writing by both parties hereto.

5 Project Cost and Determination

Pricing to DISTRICT shall be on a per GPS point basis, hereinafter called a "Point". A Point, regardless of the type, is considered to be an individual structure, equipment residing on a pad or base, subterranean equipment having a lid, or meter/meter socket considered the load. A meter on a DISTRICT owned pole or pad mounted transformer may be collected as and considered a GPS point.

This per "Point" fee is all inclusive and shall include any and all costs and shall include, but not be

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limited to: GPS devices, equipment, mobilization, travel, labor, recollection of bad data, fees, and any other foreseen or unforeseen expenses incurred by the Contractor in the execution of this Proposal. This per Point cost shall also include performing the required office data integrity work relating to verifying geometric snapping and graphical representation and any repeat work required due to failure on part of the Contractor.

As a People's Utility District, the DISTRICT is subject to ORS 261, and thus **exempt** from prevailing wage laws for public works projects.

6 Facility Estimates

<u>Feature Dataset or Layer</u>	<u>Estimated Quantity</u>
Pole Features	6,500
Underground Features	750
Consumers	4,600

7 DISTRICT Rights

DISTRICT reserves the right to:

- Retract said RFP without cause or reason
- Postpone indefinitely or cancel the RFP or project without cause
- Reject any or all Proposals
- Award project at DISTRICT'S sole discretion and criteria

DISTRICT will not reimburse any Contractor for any costs incurred in preparation or submittal of a Proposal. To avoid disqualification on the basis of non-responsiveness, Contractors are cautioned to submit the RFP response in strict accordance with the requirements, including quotation of prices in the manner specified. A Contractor's Proposal may be disqualified without further consideration for reasons including, but not limited to:

- Receipt of Proposal after the response deadline
- Request for changes in the Bid Price after it is submitted
- Failure to submit, in a timely fashion, all required support documentation
- Failure to meet all of the minimum requirements
- Willful misrepresentations in the project Proposal
- Failure to submit the project Proposal in the format required in this RFP

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8 Requests for Information or Clarification

Requests for additional information on database counts and/or clarification of this RFP may be made by contacting the Project Manager. All requests must be in writing and responses will be given in writing. Allow two business days, plus any delivery times (excluding recognized holidays) for DISTRICT's response. In the essence of time, electronic correspondence is preferred and recommended.

Project Manager

Charles O'Hare

Engineering & Operations Manager

Clatskanie People's Utility District

PO Box 216 | 495 E. Columbia River Highway

Clatskanie, OR 97016

503-308-4579

cohare@clatskaniepud.com

9 RFP Submission

Proposals must contain the following language:

"In consideration of _____ (\$_____ USD) per GPS point (called "Point"), the Contractor agrees to collect the GPS data per point along with associated feature class(es), attribute data, and all other data, and provide all deliverables as specified by DISTRICT."

The formal Proposal in response to this RFP must be submitted in five (5) bound paper copies accompanied with an electronic copy in a standard .PDF format on a flash drive/memory stick to DISTRICT'S Contract Administrator. Proposals must be type written, well organized, thorough, and meet the following documentation requirements, which include, but are not limited to:

- Executive Summary
- Qualifications
- Experience
- Employee training (field, office, etc.) and qualifications
- Processes used to execute the requirements of the project
 - GPS equipment and collection techniques
 - Quality Control and Quality Assurance
 - Proposed method of data indexing and submission
- Third party applications used (i.e. software)
- Any additional data to be provided, or services offered, that are included in per point pricing

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- Project Price Schedule
- References
- Proposers must be properly licensed to perform work in the state of Oregon and shall provide proof of licensing as part of the Proposal.

Contractor Proposal must be received by DISTRICT no later than 2:00 pm PST, April 28, 2017. The Proposal of the Contractor shall be valid for ninety (90) days from the due date and should be sent to:

Clatskanie People's Utility District
Attention: Lynn Donner
PO Box 216 | 495 E. Columbia River Highway
Clatskanie, OR 97016

10 Award of Project

DISTRICT intends to use the information provided with the Proposals as well as team member knowledge and reference checks to award the project. The preferred Contractor(s) will be awarded the project based on factors that include, but are not limited to: cost, experience, documentation of Contractor processes, feed-back from references, ability to meet production requirements, and/or capacity to meet project requirements.

The DISTRICT will furnish all Proposers a written Notice of Proposed Contract Award after evaluating all proposals. After receipt of such Notice of Proposed Contract Award, any unsuccessful Proposers may request the reason(s) their proposal was not selected. In the event a Proposer elects to protest the DISTRICT's selection, the protest must be submitted in writing to the DISTRICT within seven (7) business days of the Notice of Proposed Contract Award.

Within seven (7) business days after notice of award, the successful Proposer shall deliver to the DISTRICT the required insurance certificate and the signed copies of the contract. The contract forms will be forwarded to the Proposer with the award notification. The DISTRICT will not issue the Notice to Proceed until the DISTRICT has received all required documents.

This solicitation is being offered in accordance with federal and state statutes governing procurement of professional services.

11 GPS Project Requirements

11.1 DISTRICT Operated Facilities to be Individually Collected Using GPS

1. OH structure meaning a single pole with any of the following appurtenance(s):

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- a. Transmission (115 kV) equipment or conductors
 - b. Distribution Primary (12.47-24.9 kV) equipment or conductors
 - c. Distribution Secondary (120-600 V) equipment or conductors
 - d. Light with one or more fixtures (served via OH or UG)
2. UG structure meaning pad mounted apparatus of the following types:
- a. Single phase transformer
 - b. Three phase transformer
 - c. Switch Cabinet
 - d. Junction Box (single phase or three phase)
 - e. Manhole or Vault
 - f. In ground pedestal (Secondary)
3. Revenue Meter or Meter Socket
- a. Attached to any premise such as a house or grouped arrangement (apartments)
 - b. Attached to a pole or pedestal
 - i. Consumer owned poles shall be collected as Meter on Poles
 - ii. Meters on DISTRICT owned poles or pad-mounted transformers shall be collected
 - iii. Empty Meter Socket—if an empty meter socket is found and it has a DISTRICT service installed to it, then the GPS data shall be collected and treated as a consumer feature and noted as “no meter”

NOTE: In no case shall DISTRICT pay for coincident GPS points, except where a meter and a DISTRICT owned pole is attached, or where a meter and pad mounted transformer are attached. In these cases, the meter shall be offset by no more than five feet (5') from the structure. In cases of multiple meters or gang meters (apartments), multiple points may be taken for billing purposes; however, the Contractor shall be responsible for presenting the consumer data for grouped arrangements in an orderly fashion in its completed delivery.

11.2 Minimum Tasks within Scope of Work

1. GPS collection by feature point
2. Collection of all other applicable units (e.g. RUS assemblies). This includes primary, secondary, and all other non-feature class construction units.
3. All feature class (es) and attribute data as listed herein
4. Any feature class not requiring a GPS point that is attached to a related feature of a GPS point (e.g. light)

11.3 Feature and Attribute Data

Following are the feature classes to be identified and collected, including prescribed feature attributes.

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POLES

Attribute	Example
Pole Type	Primary, Secondary, Guy
Primary Assembly Codes used	RUS or REA (C1-1)
Secondary Assemblies	J6, K11C
Height	40
Class	4
Vintage	1998
Pole Tag number Collection	1234567
Joint Use Attachments Type	Cable, fiber, telephone
Joint Use Attachment Count	2
GPS Coordinate	
Elevation at Ground Level	820'

OH / UG TRANSFORMER

Attribute	Example
Transformer Number	1234
Transformer Size	25
Transformer Type	CSP
Transformer Low Voltage	120/240
Phase	A
GPS Coordinate (For Pad Mounted Only)	

CONSUMER / METER

Attribute	Example
Meter Number	1234
Phase	A, B, C, ABC
Source Transformer Number	1234
Meter Assembly (form, Class)	CL200
GPS Coordinate	

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PROTECTION DEVICES & SWITCHES

Attribute	Example
Device Number	12345
Device Size	15
Device Type	OCR, fuse, switch
Phase	A, B, C, ABC
Status	NO or NC

LIGHT

Attribute	Example
Light Type	High Pressure Sodium, LED
Light Size (watts)	250
Fixture Type	Acorn, Flood

REGULATORS

Attribute	Example
Regulator Number (if visible)	12345
Size (KVA)	15,25,50
Phase	A, B,C, ABC

UNDERGROUND EQUIPMENT

Attribute	Example
Equipment number (if visible)	12345
Type	Junction Box, Switchgear, Pedestal, Vault
Primary or Secondary	Primary
Phase	A, B, C, ABC
GPS Coordinate	

DOWNGUYS

Attribute	Example
Guy / Anchor Quantity	2

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PRIMARY WIRE

Attribute	Example
Conductor Type	ACSR
Conductor Size	1/0
Neutral Type	ACSR
Neutral Size	1/0
Phase(s)	A, B,C, AB, AC, ABC
Feeder	A, B, BB, C, D, E, F, G, N, P
Phase Orientation	CTAB, BCA
Placement	OH or UG

SECONDARY WIRE

Attribute	Example
Conductor Type	ACSR
Conductor Size	1/0
Type	Secondary, Service
Placement	OH or UG

12 GPS Configuration

GPS configurations are expected to be based on Trimble standard settings. The Contractor's response should specify the proposed GPS specifications to be used. District shall retain full right to define any and all parameters. Expected horizontal accuracy = submeter.

12.1 Post-Processing

After field collection, the next phase of cleanup by the Contractor is to post-process the fieldwork. The post-processing phase consists of quality control inspection of all collected data, editing out instances of high multi-path errors, and the correction of all rover data collected using the differential correction engine. It is expected that a copy of the raw collected data be maintained to ensure the ability to re-build collected features if the data becomes corrupted for any reason. In addition, DISTRICT expects to be able to examine the post-processing work in its quality checking review.

13 Deliverables & Methods

All deliverables shall be delivered to the Project Manager by electronic media or be notified the data is available for easy download via a secure FTP site having a username and password.

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13.1 GPS Points

The Contractor's response should include a description of the proposed deliverable of the GPS data collection.

13.2 Completed Product(s)

The completed product is to be an ESRI file geodatabase which is compatible with the NISC MapWise Geodatabase Import tool. The ESRI ArcGIS version should be 10.2.2. An alternative would be for data to be entered by the Contractor directly into DISTRICT's MapWise database using the MapWise software.

Incremental data deliveries are to be furnished to DISTRICT by substation.

The Contractor must have conducted quality assurance on all GPS data collected and all attribute data populated into DISTRICT's final product. The following shall be the minimum quality checks:

- Differential quality of GPS points
- Connectivity between source and load(s)
- All facilities properly phased
- All lines shall be connected at end points
- All features shall be snapped properly to line end points
- All features shall be properly associated (i.e. lines to poles, transformers to poles, lights to poles, etc.)
- No electric feature may be placed unassociated or unsnapped from the network
- All associated feature attribute data acquired, confirmed and entered accordingly (e.g. construction unit, sizes, etc.)

The DISTRICT GPS project team is expecting deliverables from the Preferred Contractor to consist of sub-meter accurate GPS points for poles, pad mounted equipment, meters, all conductors, equipment, and construction units correctly cataloged utilizing RUS specifications, a map in the aforementioned ESRI format with an accompanying land base containing basic information like roads and road names updated and spatially corrected with minor QA/QC on the part of DISTRICT.

14 Insurance Requirements

Firms interested in contracting with the DISTRICT are minimally required to provide:

- All insurance required by the contract documents to be purchased and maintained by Contractor will be obtained from insurance companies that are duly licensed or authorized in the jurisdiction in which the project is located to issue insurance policies

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for the limits and coverage so required.

- Contractor agrees to maintain General Liability Insurance including bodily injury and property damage. The minimum insurance limits (including excess or umbrella liability) will be \$1,000,000 per occurrence combined single limit, bodily injury, and property damage and \$2,000,000 in the aggregate.
- Contractor agrees to maintain Automobile Liability Insurance which includes owned, non-owned, and hired auto liability coverage. The minimum insurance limits (including excess or umbrella liability) will be \$1,000,000 per occurrence.
- Prior to commencing work, the Contractor will furnish to the DISTRICT a Certificate of Liability Insurance showing the above minimum coverage and provision for 45 days' notice to the DISTRICT of modification, non-renewal, or cancellation of the Contractor's insurance policies. If the company is unwilling or unable to provide the certificate with the cancellation notice, it will be required of the Contractor to provide notice within 48 hours to the DISTRICT of any cancellation, modification, or endorsement to the said policy. Failure to do so may be considered a breach of the contract. Also, the Contractor will provide a CG 20 10 (or equivalent) form that identifies the DISTRICT as a primary and non-contributing additional insured on such insurance policies.
- DISTRICT and Contractor intend that all policies purchased in accordance with the Insurance Requirements sub-heading will protect DISTRICT, Contractor and all Related Entities to be listed as insured or additional insured (and the officers, directors, partners, employees, agents, consultants and subcontractors of each and any of them) in such policies and will provide primary coverage for all losses and damages caused by the perils or causes of loss covered thereby. All such policies will contain provisions to the effect that in the event of payment of any loss or damage the insurers will have no rights of recovery against any of the insured's or additional insured's thereunder. DISTRICT and Contractor waive all rights against each other and their respective officers, directors, partners, employees, agents, consultants and subcontractors of each and any of them for all losses and damages caused by, arising out of or resulting from any of the perils or causes of loss covered by such policies and any other property insurance applicable to the work; and, in addition, waive all such rights against subcontractors and all other individuals or entities to be listed as insured or additional insured (and the officers, directors, partners, employees, agents, consultants and subcontractors of each and any of them) under such policies for losses and damages so caused. None of the above waivers will extend to the rights that any party making such waiver may have to the proceeds of insurance held by DISTRICT as trustee or otherwise payable under any policy so issued.

15 Information/Statement of Good Faith

Information concerning the scope of the project is believed to be correct and DISTRICT offers such information in good faith. Estimates are based on DISTRICT's current database information which has known deficiencies and inaccuracies from both a spatial and feature level. DISTRICT has made every effort to make this RFP complete, with sufficient detail, clear and understandable; however, ambiguities, errors or omissions that are discovered must be presented to DISTRICT's Project Manager immediately. DISTRICT reserves the right to add, remove, clarify and or correct items if found deficient with this RFP. The Contractor warrants that the Proposal submitted has been made in good faith without collusion or connection in any manner with any other entity bidding under this project. DISTRICT reserves the right to waive minor irregularities or errors in any proposal when such are found to be inadvertent. Any irregularities or errors found must be corrected prior to acceptance of the Contractor's Proposal.

PROJECT PRICE SCHEDULE

**“In consideration of _____ (\$_____.____ USD)
per GPS point (called “Point”), the Contractor agrees to collect the GPS data
per point along with associated feature class(es), attribute data, and all other
data, and provide all deliverables as specified by DISTRICT.”**

Resident Bidder? _____ Federal TIN _____

Oregon License number _____ Expiration _____

Company Name: _____

Contact Person/Title: _____

Address: _____

Phone: _____ Fax: _____

E-Mail: _____

Signature/Date: _____

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NON-COLLUSION AFFIDAVIT

STATE OF _____

COUNTY OF _____)

_____ being first duly sworn on oath deposes and says:

That in offering to perform work for Clatskanie People’s Utility District as specified in the Request for Proposal to which this affidavit is attached, affiant has not entered into any agreement, understanding or Contract with any person, firm, corporation or association to in any manner affect or control the price at which such work will be performed, or at which any bidder shall offer to perform the same. That the offer made by affiant to perform such work is the independent offer of affiant only and is made without reference to or knowledge of the offer, price or compensation submitted by any other bidder for such work.

Proposer

SUBSCRIBED AND SWORN to before me this ____ day of _____, 2017.

NOTARY PUBLIC in and for the
State of _____.

(seal)