

Village of Rantoul  
333 S. Tanner  
Rantoul, IL 61866

07/15/2014

REQUEST FOR Qualifications (RFQ)  
VRNTL-15-Q-01  
**Village of Rantoul Automated Meter Reading / Advanced Metering Infrastructure  
Feasibility Study**

**ATTENTION RESPONDENTS:**

Your firm is hereby invited to submit to the Village of Rantoul (hereinafter "Village") a statement of Qualifications for Village of Rantoul Automated Meter Reading / Advanced Metering Infrastructure Feasibility Study. A successful respondent (or respondent team) will be selected by the Village based on a multi-step process, as described below.

THE VILLAGE OF RANTOUL, ILLINOIS, will accept sealed Statements of Qualifications from qualified Firms with specific expertise in Automated Meter Reading (AMR) /Advanced Metering infrastructure (AMI) for an AMR/AMI technology assessment & implementation feasibility study.

Submittals will be received until closing time of **3:00 P.M.** prevailing time on **September 18, 2014** at the Rantoul Municipal Building, 333 South Tanner Street, Rantoul, Illinois. Submittals received after the closing time will not be accepted and will be returned unopened.

The Village of Rantoul will make the final selection of the firm or team of firms to perform the proposed services after mid-October 2014, and intends to award a contract by mid-November, 2014. The Village reserves the right to cancel any and all solicitations and to accept or reject, in whole or in part, any and all proposals when it is in the best interest of the Village.

Additional information concerning this RFQ can be found at:

<http://www.myrantoul.com/government/purchasing/index.html>

All questions about the process and procedure may be directed to Scot Brandon by e-mail at [sbrandon@myrantoul.com](mailto:sbrandon@myrantoul.com) or by phone at (217) 892-6828. All questions related to the substance of the RFQ shall be submitted to Peter Passarelli ([ppassar@myrantoul.com](mailto:ppassar@myrantoul.com)) in writing (either by e-mail or U.S. Mail). All such substantive questions shall be answered by email to all recipients of the RFQ.

**REQUEST FOR PROPOSAL (RFP)**  
**Village of Rantoul**  
**VRNTL-15-Q-01**  
**Village of Rantoul Automated Meter Reading / Advanced Metering Infrastructure**  
**Feasibility Study**

**PART I**

**EXECUTIVE SUMMARY**

The Village of Rantoul is seeking qualified consultants to assist in preparing a feasibility study and business case analysis for Advanced Metering Infrastructure (AMI) and Automated Meter Reading (AMR) for its electric, water and possibly gas. The Village of Rantoul is in the process of determining if the timing, costs, and benefits warrant the implementation of an AMI or AMR system.

**PART II**

**THE CONSULTING TASK**

The purpose of this Request for Qualifications (RFQ) is to identify, select and engage a qualified and capable firm or firms to provide engineering services to the Village.

The selected respondent will demonstrate the ability to complete the attached Scope of Work in a manner acceptable to the Village.

The Village will attempt to negotiate a binding contract for the Scope of Work with the selected respondent after the submittal date.

**PART III**

**INFORMATION AND INSTRUCTIONS TO RESPONDENTS**

**PROPOSAL DEADLINE:** Responses to this Request for Qualifications must be received by the Village at its offices located at 333 S Tanner Street Rantoul Illinois no later than **3:00 PM on September 18, 2014**. Any submittals received after the time stipulated will not be considered and will be rejected and returned to the respondent. Submittals must be responsive to all requirements outlined herein. The delivery of the proposal to the Village prior to the proposal deadline is solely and strictly the responsibility of the respondent. The Village will in no way be responsible for delays caused by the United States Postal Service, Federal Express or other couriers or delays caused by any other occurrence. Fax proposals are not acceptable.

**COST OF SERVICES:** Respondents should provide detailed information regarding total cost for the services proposed under this Request for Qualifications, total costs for each service described in the attached scope of work, and a separate breakdown of rates for individuals or firms performing services and reimbursement of expenses.

**SELECTION PROCESS AND NEGOTIATION:** Selection will take place as follows. (1) Submittals: The Village will select one proposal from among those submittals submitted by the qualified respondents. Point scoring system and selection criteria for proposals are listed in the section marked "Proposal Selection Criteria." (2) Negotiations: The Village and the successful Respondent will negotiate a contract promptly after selection and intends to award a contract by November, 2014. If a mutually satisfactory contract cannot be reached with the selected respondent, the Village will enter into negotiations with the second-place respondent as determined under the selection criteria.

**SCHEDULE:** It is anticipated that the solicitation and proposal process shall be conducted in accordance with the following schedule; provided, however, that the Village reserves the right to modify this schedule in its discretion or subject to grant award.

Advertisement of RFQ	July 30, 2014
RFQ Available	July 30, 2014
Proposals Due	3:00 PM September 18, 2014
Consultant selected:	October, 2014
Contract for services awarded:	Mid November, 2014

**FORMAT OF RESPONSE:** If you intend to respond to this request for Qualifications, please submit your name, e-mail address, phone number, and the project you are interested in to the following e-mail address: BidPackets@myrantoul.com

To be considered, respondents must submit a complete response to this Request for Qualifications. The format provided in this section is not negotiable. Each proposal must be submitted in six (6) copies; the original copy must be submitted unbound and suitable for copying. The envelope containing the proposals must be sealed and labeled with the project name and delivered to:

Scot Brandon  
Comptroller  
Village of Rantoul  
333 S Tanner  
Rantoul, Il 61866

Failure of any respondent to receive an addendum or email interpretation of this RFQ shall not relieve the respondent from any obligation under the RFQ. All addenda will become an integral part of this RFQ. The proposal should include all required submittals. Failure to include each and every submittal may result in the rejection of your proposal. Submittals should be clear and concise. Where appropriate, statistical information should be shown in tabular form. It will be assumed that you have fully complied with the scope of services unless deviations are clearly

noted on a separate page labeled "Deviations from Scope of Services."

**CHANGES IN SCOPE OF SERVICES.** The Village may, from time to time, request changes in the Scope of Work to be performed by the selected respondent. No such change shall increase or decrease the amount of compensation to be paid to the selected respondent unless and until the parties enter into a written amendment to the contract for the Scope of Work.

**CONFLICT OF INTEREST.** The selected respondent shall be a firm or team of firms that has no conflict of interest concerning its entry into a formal contract with Village requiring execution of the Scope of Work described in this RFQ. Any potential conflicts of interest must be explained in your proposal.

**REQUIRED SUBMITTALS:** Each section of your proposal should include tabs that clearly and distinctly label and separate the following required sections.

**COVER LETTER:** Include a cover letter indicating the full name and address of your organization and the branch office or other subordinate element that will perform or assist in performing the services described. Please indicate the name of the senior contract person for your firm or team on this engagement, the office location from which the Village will be served, appropriate telephone and facsimile numbers, email addresses and acknowledgment of the ability to commit your firm or your team to the contents of this proposal and any other information you feel to be relevant. Please limit your letter to two pages. Indicate whether you operate as an individual, partnership or corporation or team of any of the foregoing. Include the state in which you are incorporated or licensed to operate. If the respondent is a corporation, then a completed corporate disclosure statement must be submitted with this proposal.

**BACKGROUND AND EXPERIENCE OF RESPONDENT:** Through a response to the specific requests below, the respondent should clearly state its skills and experience in a manner that demonstrates its capability to complete the Consulting Task as contained in Attachment A. If applicable, please highlight projects in which members of your proposed team have worked together.

- a. A description of experience within the past five (5) years related to AMR / AMI. The firm should describe experience in the following categories to be considered for this project:

**Electric**  
**Water**  
**Gas**

- b. Resumes of personnel (or, if a team, team members) to be involved in the proposed project, including: education and professional licensing, specific relevant experience and specific role in proposed project.
- c. A description of the team structure, inclusive of professional background, experience and percentage of time proposed to be devoted to this project.

- d. A list of similar projects worked within the last five years. Provide descriptions of relevant projects conducted by personnel proposed to work on this project. For each project, identify the client and the client contact for reference, start date, project duration, number of meters, geographic description of service and fee.
- e. Short description of the consultant's approach to the needs of the project. Identify key project issues in each phase of the project and how they will be addressed.
- f. Proposed Scope of Services. The proposed scope of services should describe tasks and identify deliverables for the feasibility study as outlined above.
- g. Workplan. The workplan should show tasks that you consider important for this project and your estimate of the professional labor hours. The workplan shall be presented in tabular form, and is not subject to a 8½ x 11-inch page size limit.
- h. Proposed Schedule of Charges. Provide a schedule of charges for labor and expenses that you propose to charge the Village on this project. Also, identify labor rates for the particular professional staff you propose will work on this project. The proposed schedule of charges is subject to negotiation prior to contract execution.
- i. Proposed Fee. Provide the proposed fee based on the workplan and proposed schedule of charges. The proposed schedule of charges is subject to negotiation prior to contract execution.

**ABILITY TO COMPLETE DESCRIBED SCOPE OF WORK:** Your response to this section should demonstrate your ability to fulfill the Scope of Work based on the schedule listed in Attachment A.

**REFERENCES AND ADDITIONAL INFORMATION & COMMENTS:** Include any other information that you feel is pertinent but not specifically asked for herein. Please also provide personal and professional references that would allow the Village to further qualify the respondent's ability to accomplish the project.

**PROPOSAL SELECTION CRITERIA:** The Village will use a numbered point system (0-5) to grade each selection criteria. The Village shall select a proposal from among those submitted pursuant to the following criteria:

- 11. Amount of experience of the team with similar projects.
- 22. Breadth of expertise on the team.
- 33. The written presentation skills of the project team as demonstrated in the response to the RFP.
- 4. The demonstrated ability to complete projects on time.
- 45. The cost of the respondent's services for the consultant Services.

**CONTACT PERSONS:** All questions about the process and procedure may be directed to Scot Brandon by e-mail at [sbrandon@myrantoul.com](mailto:sbrandon@myrantoul.com) by phone at (217) 892-6828. All questions related to the substance of the RFQ shall be submitted to Peter Passarelli ( [ppassar@myrantoul.com](mailto:ppassar@myrantoul.com)) in writing (either by e-mail or U.S. Mail). All such substantive questions shall be answered by email to all recipients of the RFQ.

**RIGHT TO SUBMITTED MATERIALS.** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFQ and all reports, charts, displays, schedules, exhibits, graph, maps and other documents provided by the respondents will become the property of the Village when received. The Village shall have the right to use any ideas presented in the proposals, whether the proposals are selected or rejected.

**DISCLAIMER.** The information contained herein is provided solely for the convenience of respondents. It is the responsibility of all respondents to assure themselves that information contained herein is accurate and complete. The Village does not provide any assurance as to the accuracy of any information in this proposal. Any reliance on the contents of this RFP or any communications with the Village shall be at the respondent's own risk. The Village shall have no liability or obligation with respect to this RFQ, or the selection and award process contemplated hereunder. All costs incurred by a respondent in preparing and responding to this RFP are the sole responsibility of the respondent. All respondents to this RFP fully acknowledge all provisions of this Disclaimer and agree to be bound by its terms.

**Attachment A**  
**Village of Rantoul Automated Meter Reading / Advanced Metering Infrastructure**  
**Feasibility Study**  
**Scope of Work**

## **Village of Rantoul Automated Meter Reading / Advanced Metering Infrastructure Feasibility Study**

### **SCOPE OF WORK**

The Village desires to optimize: meter reading, customer service, electric and water-use efficiency efforts using AMR/AMI technology. This technology is being investigated to determine workflow efficiencies, improved communications and responsiveness to customers, integration into existing software and database systems and the cost-effectiveness to our ratepayers.

Project includes the following deliverables:

1. Feasibility Study. The purpose of this phase is to more clearly define the project and to have a consultant evaluate multiple AMR/AMI platforms for their engineering and economic feasibility for the Village of Rantoul. The Feasibility Study should answer two questions 1) Does an AMI or AMR make good business sense for the Village of Rantoul. 2) If so which type(s) of system(s) best address the identified requirements. Additionally, the study should include the following:

A. Project Assessment. This will involve an overview evaluation of current business processes and practices from the electric, gas, water treatment/distribution and wastewater treatment to the Utility billing payment system. The assessment will also evaluate the Village's current software applications, metering, information technology, reporting and analytic needs. Work with Village staff to review potential future metering needs of residents, businesses, and Village staff. Prepare a summary memo of findings.

B. AMR/AMI Requirements. Once the Village's financial, software, customer service and distribution needs have been identified, a set of AMR/AMI requirements for project planning, budgeting and RFP development will be created. The analysis and recommendations will be specific for the Village's unique situation and will set forth criteria that solves any issues identified in the project assessment.

C. Technology, Vendor and Service level Assessment. Provide an analysis of the technologies that best address the operations and customer base of the Village of Rantoul.

D. Financial Analysis. An estimate of operations, maintenance and capital funds that will be needed to implement this project. The analysis should also identify funding options, source of funds, funding schedule, etc. A full economic analysis will be completed including, at a minimum, a full costs/benefits, years to payback, return on investment and net present value.

Benefits should include but not be limited to: labor savings, reduced injuries, greenhouse gas reductions, etc.

E. Project Planning and Implementation. This will involve delivery of a projected timeline from project inception through meter installation including staffing requirements.

2. Functional Specifications and Bidding Documents - Based off of the recommendations of the study prepare Functional Specifications and bidding documents for review and approval by the Village.