

South Bay Cities Council of Governments

Request for Proposals

Electrical Sub-Metering Municipal Building Campuses

RFP Issued: **July 26, 2012**

Proposals Due: **August 17, 2012 by 5:00 PM PDT**

Submit Proposals To: David.Magarian@SBESC.com

Please note:

Bidders should contact the SBCCOG directly with questions.

Bidders should not contact cities for information related to this RFP.

1 INTRODUCTION

The South Bay Cities Council of Governments (SBCCOG) is a joint powers authority of 16 cities and the County of Los Angeles that share the goal of maximizing the quality of life and productivity of our area. Our members are [Carson](#), [El Segundo](#), [Gardena](#), [Hawthorne](#), [Hermosa Beach](#), [Inglewood](#), [Lawndale](#), [Lomita](#), [Manhattan Beach](#), [Palos Verdes Estates](#), [Rancho Palos Verdes](#), [Redondo Beach](#), [Rolling Hills](#), [Rolling Hills Estates](#), [Torrance](#), and the Harbor City/San Pedro communities of the [City of Los Angeles](#), along with the [County of Los Angeles Districts 2 and 4](#).

A major program of the SBCCOG is the South Bay Environmental Services Center (SBESC) which works in partnership with Southern California Edison, Southern California Gas Company, West Basin Municipal Water District, Sanitation Districts of Los Angeles County, Metro, and the Torrance Water Department to provide energy efficiency, water conservation, vanpooling, and recycling resources to cities, businesses, and residents.

The SBESC assists public agencies including cities, schools, and special districts, as well as businesses and residents of the South Bay to best utilize the many resources available to them through a variety of statewide and local energy efficiency and water conservation programs.

2 SOLICITATION SUMMARY

The SBCCOG is seeking proposals from qualified contractors to design and install permanent electrical sub-metering for the purpose of measuring interval power consumption for various groups of city buildings. It is the intent of the SBCCOG to engage each of the four cities mentioned below to allow the contractor access to city facilities for the purpose of sub-meter installations. This does not preclude the contractor from meeting any requirements of each city related to this work.

Currently, these city campuses are equipped with one utility electric meter, preventing city staff from accurately assessing the electricity consumption of each individual building. One objective of installing sub-meters is to measure true power of each building at the following four locations:

1. Gardena City Hall/ Police Department / Fire Station - 1700 W 162nd St.
2. Rolling Hills Estates City Hall Complex - Palos Verdes Dr. N
3. Rancho Palos Verdes City Hall Complex - 30940 Hawthorne Blvd.
4. Torrance Cultural Center - 3340 Civic Center Dr.

A second objective is to provide building level electricity consumption data to the Enterprise Energy Management Information System (EEMIS) IT network on a short interval basis via the existing IT network installed at each site.

3 TASKS

Task 1. Kick-Off Meetings and Final Work Plans

The SBESC Project Manager (Project Manager) will coordinate kick-off meetings with each city and the selected contractor. As part of each kick-off meeting, the project team (representatives from the SBCCOG, the contractor, and the specified cities) will conduct a walk-through of the electrical room and sub-panel equipment at each site collecting information needed to design the sub-meter systems and finalize the work plan. Site visits will be scheduled by the Project Manager or other representative of the SBCCOG in such a manner to minimize travel time to and from facilities.

Following each kick-off meeting, the Project Manager and the contractor will finalize a work plan for each site. The work plan will include:

- Description of system configuration and sub-metering equipment
- Schedule of deliverables
- Applicable standards and requirements
- Safety plan
- Final budget

The final work plan for each site is expected to be brief and should not exceed 5 pages. The contractor will submit the final work plan to the Project Manager for approval before conducting any work under Task 2.

Task Deliverables:

- 4 Work plans – One per city

Task 2. Sub-meter Installations

Circuits to be measured will be 3-phase 480 Volts or lower. Sub-metering systems shall have network connectivity capacity (wireless or Ethernet as determined on a case by case basis) with local data collection and storage capacity. Proposed sub-meters must be capable of measuring and recording 15-minute interval power consumption.

Sub-meters will be installed in accordance with all applicable city, county, state and federal specifications and requirements. Sub-meter installations will meet industry standard electrical, testing, and safety requirements and contractors will comply with safety measures specific to each facility visited. The contractor may need to complete facility-specific safety training prior to conducting work, as determined during site walkthroughs.

Contractors with experience in electric sub-meter and Ethernet communications are preferred. InterNational Electrical Testing Association (NETA) certification or other equivalent training/certification/demonstration regarding safety and data quality assurance is required. Applicable regulations, standards and requirements may include, but are not limited to the following:

- Local permit
- NETA certification
- 2012 National Fire Protection Association (NFPA) 70E
- License in Service Area
- Underwriters Laboratories (UL)
- National Electric Code (NEC)
- Institution of Electrical and Electronics Engineers (IEEE)
- American National Standards Institute (ANSI)
- Any other city specific requirements such as liability waivers

Task Deliverables:

- Complete sub-meter installations¹
- Checklist of work completed
- Sub-meter commissioning report to show equipment is working properly
- Final invoice

4 PRICING

Proposals must be submitted with unit costs and total pricing reported on the provided tables in Exhibit A. Advanced approval by the SBCCOG is required in cases where actual conditions require changes to the work plan. If approved, changes will be handled on a task order basis not to exceed 50% of the budget for the specified installation site.

¹ Contractor is responsible for all required equipment and tools needed for sub-meter installations.

5 SCHEDULE

The RFP process and project schedule is as follows:

Activity	Target Date
Publish RFP	July 26, 2012
Written Questions Due from Bidders	August 3, 2012
SBCCOG Answers Bidder Questions	August 10, 2012
Bids Due	August 17, 2012
Interviews if needed	August 21, 2012
Anticipated Contract Award	August 23, 2012
Contract Finalization	August 29, 2012
Project Task 1 Kickoff Meetings Complete Work Plans Due	September 14, 2012
Project Task 2 Begins	Pending Work Plan Approval
Project Task 2 Complete	October 15, 2012
Final Invoice Due	October 31, 2012

6 PROPOSAL REQUIREMENTS

Respondent's proposal must contain:

- Cover Letter – 1 page.
- Proposal summary and firm's qualifications (including certifications/licenses) to conduct the work outlined in this RFP.
- Technical approach, not to exceed 5 pages.
- Qualifications and background of staff expected to work on this contract.
- Specify who at the contractor's company will implement each scope item identified in the technical approach. Include position title, an hourly billing rate and the amount of hours each will spend per work task.
- Proposal length is limited to 15 pages.
- Brand, model, and specifications of sub-meters to be used.
- Acquisition time for specified equipment
- Description of safety program used during installation.
- Completed Exhibit A - Itemized budget per task with unit costs. Key individuals should be identified by name and qualifications.

Proposals that do not follow this format are at risk of being disqualified.

7 BID EVALUATION

Proposals will be judged on the following criteria, and any other factors deemed relevant by the SBCCOG:

Proposal scoring will be as follows:

Criteria	Value – 100 points
How well does proposal address the objectives of the RFP?	20
How well does the proposed equipment work with the EEMIS utility manager IT network?	20
How quickly can the proposed work be completed?	20
Bidder(s) <ul style="list-style-type: none">• Industry experience and reputation• Safety program used during installation• Staff qualifications	20
Cost	20

The SBCCOG is under no obligation to select any proposal that results from this solicitation, nor is there any obligation or intent implied to reimburse any party for the cost of preparing a proposal in response to this RFP. Bid Evaluation Criteria may be changed at SBCCOG's sole discretion. Compliance with RFP instructions is assumed. Failure to comply with instructions may result in disqualification.

8 QUESTIONS AND PROPOSAL SUBMITTAL

Bidder's Questions

To ensure that bidders have the opportunity to develop quality proposals, the SBCCOG will allow questions from each bidder to be submitted via e-mail to david.magarian@sbesc.com regarding this RFP. Responses to all questions will be provided to all bidders through one email response. Companies or individuals that pose questions will not be identified in the response. The contractor will be engaged by the SBCCOG not individual cities. Bidders should not contact cities regarding this RFP.

Questions Due to the Project Manager by August 3, 2012
Questions Answered by August 8, 2012

Questions and requests regarding this RFP should be sent to:

Electrical Sub-Meter Installations
Request for Proposals
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David Magarian
Project Manager
South Bay Environmental Services Center
Email: david.magarian@sbesc.com

Bidder's Proposals

Proposals should be submitted electronically; faxed proposals will not be accepted. All proposals must be received by **5:00 PM PDT on August 17, 2012**. The SBESC will not be obligated to consider information received outside this time interval for the purposes of this RFP.

Emailed proposals must be print-ready. All submissions will receive a confirmation email within one business day. If you do not receive a confirmation email, please contact David Magarian at 310-371-7222, x. 210.

Proposals received after August 17, 2012 will not be considered.

Please submit one electronic copy of the proposal in PDF format to:

David Magarian
Project Manager
South Bay Environmental Services Center
Email: david.magarian@sbesc.com

9 INSURANCE REQUIREMENTS

Only successful bidders will be asked to provide a Certificate of Insurance. Certificates of insurance must name the SBCCOG and each applicable city as additional insured and must meet the following minimum requirements:

- Commercial general liability insurance covering bodily injury, automobiles and property damage with limits of liability loss not less than \$2,000,000 general aggregate.
- If applicable, Statutory Workers' Compensation insurance covering all employees based on state requirements and Employer Liability coverage not less than \$1,000,000.

EXHIBIT A – COST ESTIMATE

The following scenarios are real examples of sub-metering needs. Use and submit budget worksheets for both scenario 1 and 2. The total cost from these worksheets should be used to calculate the total project budget as detailed at the end of this appendix.

Costs will include all labor, materials, equipment and supervision required to complete the project. Please provide a breakdown of the costs by labor, materials, equipment, permits, and travel expenses. Specify who at the contractor's company will implement each scope item identified in the technical approach. Include position title, an hourly billing rate and the amount of hours each will spend per work task.

Scenario 1

Number of Buildings to sub-meter: 4

Number of existing meters: 1

Sub-panel Information: 480V / 277V, 3-Ph 4-wire Y, 500A

Task 1

Item	Unit Cost	Units	Qty Units	Item Cost (Unit Cost x Qty Units)
Kickoff Meeting	\$	Labor cost Per meeting		\$
Finalize Work Plan	\$	Labor cost Per work plan		\$
Travel (Mileage)	\$	Per mile		\$
Travel (Time)	\$	Per hour		\$
Total				\$

Task 2

Item	Unit Cost	Units	Qty Units	Item Cost (Unit Cost x Qty Units)
Permit	\$	Per hookup		\$
Sub-Meter	\$	Per sub-meter		\$
Installation	\$	Per install		\$
3-year Maintenance Agreement ²	\$	Per City		\$
Travel (Mileage)	\$	Per mile		\$
Travel (Time)	\$	Per hour		\$
Installation Cost	\$	Per hour		\$
Total				\$

The following site photos are provided for reference and are taken from a scenario 1 utility room serving a campus of four buildings.

² Please provide a copy of an example service agreement with your proposal.

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Scenario 2

Number of Buildings to sub-meter: 4

Number of existing meters: 1

Sub-panel Information: 208V / 120V, 3-Ph 4-wire Y, 300A

Task 1

Item	Unit Cost	Units	Qty Units	Item Cost (Unit Cost x Qty Units)
Kickoff Meeting	\$	Labor cost Per meeting		\$
Finalize Work Plan	\$	Labor cost Per work plan		\$
Travel (Mileage)	\$	Per mile		\$
Travel (Time)	\$	Per hour		\$
Total				\$

Task 2

Item	Unit Cost	Units	Qty Units	Item Cost (Unit Cost x Qty Units)
Permit	\$	Per hookup		\$
Sub-Meter	\$	Per sub-meter		\$
Installation	\$	Per install		\$
3-year Maintenance Agreement ³	\$	Per City		\$
Travel (Mileage)	\$	Per mile		\$
Travel (Time)	\$	Per hour		\$
Installation Cost	\$	Per hour		\$
Total				\$

The following site photos are provided for reference and are taken from a scenario 2 utility room serving a campus of four buildings to be metered individually and small outbuildings that should be metered as a group.

³ Please provide a copy of an example service agreement with your proposal.

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Total Project Budget

In the following table please provide total project cost estimates for Tasks 1 and 2, based on the totals calculated from each scenario. To calculate task totals please assume two of the sites will resemble the Scenario 1 example and two of the sites will resemble the Scenario 2 example.

Item	Cost per Installation Site	# of Sites by Scenario Type	Item Cost (Unit Cost x # of Sites)
<i>Task 1</i>			
Scenario 1	\$	2	\$
Scenario 2	\$	2	\$
<i>Task 2</i>			
Scenario 1	\$	2	\$
Scenario 2	\$	2	\$
Total			\$