



# NEW WESTMINSTER

November 12, 2021

**ADDENDUM 01**  
**NWRFP-21-27**  
**Advanced Metering Infrastructure System**  
**New Westminster, BC**

This addendum modifies the Request for Proposal only as noted:

**TITLE PAGE**

**Closing Time:**

<CHANGE TO READ> **“Wednesday, December 08, 2021”**

**PART 1 RFP PROCESS & GENERAL REQUIREMENTS**

**11.0 EVALUATION CRITERIA AND PROCESS**

**11.7 <CHANGE TO READ>**

“11.7 The City may invite one or more Proponents for an interview or to provide clarifications of their Proposal(s) and the City may consider the results of such Proponent interview(s) or clarifications in evaluating Proposals. **Should the City proceed with an Interview they will be held virtually during the week of January 24, 2022.**”

**PART 3 PROPOSAL FORMAT AND CONTENT REQUIREMENTS**

1.0 Proposal Cover Page

Closing Time:

<CHANGE TO READ> **“Wednesday, December 08, 2021”**

## **ANSWERS TO SUBMITTED QUESTIONS**

- Q1 (Ref: pg. 39, “NWRFP\_21\_27\_RFP\_Document” / Subsection 3.13 Training) Are there any mandatory utility hosted training sessions for the Contractor’s field personnel.
- A1 Yes, safety training by the City metering department. The installers need to be trained on the City’s safety and work procedures.
- Q2 (Ref: “NWRFP\_21\_27\_AMI\_Meter\_Costs\_Sheet\_Appendix\_K\_Final” / “Implementation Costs” tab) As the line items here do not effectively address the standard in-field installations related services (e.g. install rate per meter type, installation of A-S adapter, etc.), is it acceptable for the Installation Contractor to enhance / add additional line item charges to the existing format (as /where required)?
- A2 Yes, this will be discussed with the final proponent.
- Q3 Does the City intend to apply SLA, performance-based penalties and/or liquidated damages for the purposes of this contract?
- A3 Yes to performance-based penalties and LDS and this will be discussed with the final proponent
- Q4 Prior to the installation of the AMI electric meter, is Contractor required to perform a jaw tightness test while on-site?
- A4 Yes to jaw tightness test, pre installation
- Q5 As part of the meter installation related services, is the Contractor required to capture / record GPS coordinate? If yes, to what precision are the GPS coordinates to be based on (e.g. +/- 3 meters)?
- A5 Yes to GPS +/- 3 meters is standard for this type of work
- Q6 For the purposes of this contract, please confirm who is to be responsible for the provision of call centre / appointment scheduling related services (ref: City or Contractor)?
- A6 If this question is asking about a call centre related to inquiries from residents regarding the program, the answer is the city will be responsible. If the question is related to call centre related to all the service work orders specific to the meter installations or implementation scope, the contractor will be responsible for those calls.
- Q7 As part of the City’s download file for the Installation Contractor, will all meters be “blended” within the same route/route sequencing structure (ref: residential and commercial metering applications)?
- A7 We will work with the Vendor to create meter change files that are separated by location, billing code, and/or meter type within functionality of MEX. We cannot guarantee separation at this time.

Q8 Under the terms and conditions of this contract, will the Installation Contractor required to physically enter pits and/or vaults (ref: “Confined Spaces” Regulations)? If yes, please provide the total number of associated metering applications / sites.

A8 The vendor is responsible for recognizing any hazards or unsafe locations.

Q9 Is the Contractor required to provide a bond(s) for the purposes of this contract (e.g. bid bond, performance and/or payment bond)?

A9 No

Q10 Confirm the meter deployment term by which the Installation Contractor is to complete the associated electric meter upgrades / installations related services

A10 It is expected that it will completed three months starting in 2022

Q11 It is our understanding that the City is replacing / upgrading 100% of their existing electric meter population.

A11 Yes

Q12 Is it acceptable for the Contractor to include pricing notes for clarity purposes as part of their RFP response?

A12 Yes

Q13 Regarding the in-field meter installation / upgrade services, are there any unique service-related requirements

A13 All service locations are urban and accessible by truck/van

Q14 Please provide the approx. total number and/or percentage of urban properties where the meter installer would require the use of a vehicle from premise to premise to ensure efficiencies (ref: lot frontage greater than 300')

A14 Zero

Q15 Please provide the approx. total number and/or percentage of rural properties where the meter installer would require the use of a vehicle from premise to premise to ensure efficiencies (ref: large and/or small farms).

A15 Zero

Q16 Provide the approx. total number and/or percentage of urban properties with lot frontage ranging from 100' to 300' (ref: estate lots/subdivisions).

A16 Zero

Q17 Multi-dwelling buildings (ref: network metering applications), please provide the approx. total number and/or percentage of urban metering applications where the meter installer would be required to access the dwelling in order to replace / upgrade the existing legacy meter (e.g. inside metering applications).

A17 The vendor should be able to determine the quantity of multiple meter service installations from the meter population data provided as they would be inside metering. Most commercial meters would be indoors.

- Q18 Provide the approx. total number and/or percentage of small commercial metering applications (e.g. strip malls, convenience stores, etc.)
- Q18 The vendor should be able to determine the quantity of multiple meter service installations from the meter population data provided as they would be inside metering. Most commercial meters would be indoors.
- Q19 How is the Installation Contractor to be compensated for metering applications which cannot be changed-out due to circumstances out of their control such as fences built too close, decking, ceiling beams, customer refusal, etc?
- A19 This would be determined as part of vendor negotiations.
- Q20 Assuming that the City's download file to the Installation Contractor will mimic that of their manual meter reading routes / route sequencing structure, is the current meter reading route sequencing structure considered as efficient allowing for optimal in-field productivity (e.g., contiguous, "premise-to-premise" with no skips and minimal "dead walks"/downtime)? If no, please provide associated details.
- A20 The current routes are designed for the collection of water and electrical meter in one route and the City cannot guarantee optimal routing for mass deployment.
- Q21 It is our understanding that the Installation Contractor is to be responsible for the provision of the work order management system (WOMS) as it relates to in-field electric meter exchange process.
- A21 The City will provide a meter change export file from MEX and the vendor will be responsible for the software and hardware required to use this file, complete the meter changes, and provide an import file back to the City with the meter change details as per the required specifications.
- Q22 It is our understanding that the City is to be responsible for all related customer communication documentation / consumables (e.g. notification letters, door hangers, etc.). Please confirm.
- A22 The City will manage the "general" communication to all customers through our usual communication channels (social media, newspapers, mail inserts, etc.). However, the vendor for customer specific communication including but limited to notification letters and door hangers during the deployment phase. The vendor will work with the city to develop the content in these materials to ensure it meets the needs of the city and of its customers.
- Q23 Does the City expect any Harris integration costs included in the responses? If yes, is Harris providing all vendors standard pricing or will the City assume any additional costs from Harris?
- A23 The city believes that the integration costs could potentially differ based on the proponent's suggested approach. Therefore, the proponents are expected to consult with Harris in order to determine the cost and scope specific to their individual proposals.

- Q24 Does the city require Demand Reset and RD to be initiated from the CIS? Please clarify per the reference provided in Part 2 and Part 3 descriptions. For example, Section 6c page 19 discusses integration. Further clarity is requested on integration requirements between the HES and MDM and if the AMI provider is assuming responsibility between the MDM and CIS. This requirement differs from section 3.10, page 39 which asks for the “ability” to integrate but does not specify requirements. Venders are asked to respond to Part 3 “Proposal Submission Requirements” however this does not appear to align to the request in Part 2 “Business Requirements”. Please provide direction on the City’s intent with respect to mandated requirements.
- A24 The vendor provides their best recommendation as the process, integration and controls.
- Q25 Is the City using the terms CIS, MDM interchangeably and as one system reference? Typically, integration occurs with only one system (MDM) when one is present. Responsibility for integration between the CIS and MDM resides with the Utility. Please indicate if these assumptions are correct and provide solution architecture updates as applicable.
- A25 The City assumes the direct integration is with just the one system (MDM) but we will want to consider the full AMI – MDM – CIS architecture as part of the implementation and test. As mentioned, the proponents are expected to consult with Harris to determine the scope specific to their individual proposals.
- Q26 What is the forecasted or approved budget the City has for this project?
- A26 The city does not provide this information.
- Q27 Is the City’s base requirement a Production and Disaster Recovery mirrored systems in separate locations or will a Production System with redundancy built into the SaaS environment meet the base requirements for the City? Section 2.12 is not specific as to base requirements the City will accept.
- A27 The City’s base requirement is for a disaster recovery mirrored system in a separate location.
- Q28 If Managed Service is provided with SLA’s in place, will training requirements be adjusted. If yes, please describe proposed changes. In Section 3.13 Training, items such as IT Maintenance, Super User, Patches are not typically part of training during the installation phase when a Managed Service is implemented. Please clarify the City’s minimum training requirements.
- A28 Training is not required for IT maintenance, patches, etc. for a managed service. Training for an oversight role would be required for ongoing monitoring and high-level troubleshooting.
- Q29 Section 3.10. Is the city requesting or mandating 7 years of historical data in the HES? This data is typically stored in the MDM and billing data in the CIS. What alternatives, if any, will the City accept?
- A29 City being able to access 12 months plus one-month historical data for possible electric audit with remaining six years as archived data. The City requires 2 years of billing information on hand at all times should we receive a MC Dispute.

Q30 Section 3.6 d) states project and meter deployment must commence in 2022. Can this be limited to Network and HES deployment with meter deployment occurring in 2023? We ask as Global Supply chains may restrict meter deployment based on current lead times and estimated contract date based on the Schedule provided by the City.

A30 Vendors are asked to provide an overall schedule with their proposal. The City will evaluate the various schedules proposed as part of the overall evaluations. The City's preference would be to complete the deployment and overall project as quickly as possible but understands that current supply chain issues will have an impact on the in-service date.

Q31 "IEC CIM data model" on page 35. Please provide a definition.

A31 It is referring to the Common Information Model (CIM) from <https://www.iec.ch/homepage>

This model defines a common method and structure to exchange information between systems. The model being referred to is specifically for energy companies. The vendor may need to purchase the documentation.

Q32 Please define the WFM system in current use and what specific integration is required from the AMI HES? This is asked in several sections such as 3.11, but requests ability to download to the City's CIS and WFM. Please specify if verification of upload into these systems is required and the required fields, and/or if downloading data is the only responsibility of the vendor.

A32 The current WFM tool is our MEX. We will coordinate the creation of the flat file export containing the meter changes with the vendor. The vendor will provide a flat file containing the completed meter changes for import back into the MEX. This file transfer will be exchanged using a nightly transfer.

Q33 Does the City require an independent "Safety Code 6" consultant study on installed equipment?

A33 Vendor to supply a 3rd party independent report/study.

Please acknowledge this addendum in your Proposal.

**END OF ADDENDUM #1**

Yours truly,



Patrick Shannon, SCMP  
Purchasing Manager