

ADVANCED METERING SYSTEM STUDY AND IMPLEMENTATION
CIP No. 690358, CT No. 2073 – MODIFICATION #3

Information to be included in all Legislation Modifying a Contract:

1. **The names, contract compliance no. & expiration date, location by City/State and status of all companies (NPO, MAJ, MBE, FBE, HL1, AS1, or MBR) submitting a competitive bid or submitting an RFP or RFSQ.**

<u>Name</u>	<u>C.C. No./Exp. Date</u>	<u>DAX #</u>	<u>City/State</u>	<u>Status</u>
EMA Inc.	41-1467091 – 10/7/23	007843	St. Paul, MN	MAJ
ARCADIS U.S., Inc.				
West Monroe Partners				
Metrics AMI Consulting				
Utiliworks Consulting				

2. **What type of bidding process was used (ITB, RFP, RFSQ, Competitive Bid)?**

Requests for Proposals (RFP's) were opened on 12/12/14.

3. **List the ranking and order of all bidders.**

1. EMA, Inc.
2. West Monroe Partners
3. ARCADIS U.S., Inc.
4. Utiliworks Consulting Group
5. Metrics AMI Consulting

4. **Complete address, contact name, phone number, e-mail address, and contract number(s) for the successful bidder only.**

EMA, Inc.
2355 HWY 36 W, Suite 200, St. Paul, MN 55113
Craig Yokopenic, Executive V.P., (612) 991-7912, cyokopen@ema-inc.com
Original CT: EL017444
Mod. #1: PO065223
Mod. #2: PO218378

5. **A description of work performed to date as part of the contract and a full description of work to be performed during any future phasing of the contract.**

Under Original Contract No. EL017444, the Department of Public Utilities contracted with EMA, Inc. to assist in Phase 1 of the contract which was to develop and recommend a strategy, roadmap, and implementation plan of an Advanced Metering System (AMS) for water and electric meters. Under this phase, EMA, Inc. evaluated state-of-the-art AMS technologies; evaluated and compared cost impacts; developed a detailed implementation schedule; and assisted the City in budgetary planning efforts.

Modification No. 1 occurred in May 2017 to procure Phase 2 Services, which included preparation of a Request for Proposal (RFP) for an AMS system that clearly defined the City's objectives and requirements.

ORD #2572-2021

Modification No. 2 occurred in June 2019 to provide Phase 3 and Phase 4 Services, which included coordination of the AMS System vendor selection process, assisting the City in negotiating the technical requirements of the project so a final scope and cost could be determined for the project solution, and program management assistance.

Modification No. 3 (current) is a planned modification to continue providing Phase 3 and Phase 4 services. These services include continued coordination of AMS business process development and program management assistance during the implementation of the project. Examples of the expected work in these phases include:

- A. Provide project management and oversight for the project
- B. Provide risk management and communication plans during the life of the project
- C. Coordinate the system installation, system interface development, and testing plans
- D. Provide planning and implementation of business process redesign for the new solution
- E. Maintain responsibility for vendor contract management and implementation management

Future modifications were anticipated and expected as outlined in Ordinance 1597-2015 and further explained in Ordinance 0797-2017 and Ordinance 1847-2019.

6. An updated contract timeline to contract completion.

- a. The original agreement allowed for a total term of 22 weeks.
- b. Modification No. 1 was the 2nd phase of the agreement.
- c. Modification No. 2 was the 3rd and 4th phase of the agreement. Note: Phase 3 and 4 were expected to be broken down into multiple modifications due to the complex nature of the scope and to provide funding in accordance with projected Capital Improvements Budget and Bond Sales.
- d. Modification No. 3 is a continuation of Phase 3 and 4 scope and is only intended to include additional funds to continue the project.

Currently, work on this project is expected to last through April 2025.

7. A narrative discussing the economic impact or economic advantages of the project; community outreach or input in the development of the project; and any environmental factors or advantages of the project.

An AMS program is favorable to the DPU's operations and customer service functions, as replacing older water and electrical meters will improve service, decrease burden on maintenance operations, reduce water loss, and improve revenue. Moving from quarterly to monthly billing will have a positive impact on customers as the bills will be more manageable in both cost and time

8. A description of any and all modifications to date including the amounts of each modification and the Contract Number associated with any modification to date. (List each modification separately.)

Modification No. 1 (Ord. 0797-2017) occurred in May 2017 to procure Phase 2 Services, which were to prepare a Request for Proposal (RFP) for an AMS system that clearly defines the City's objectives and requirements.

Modification No. 2 (Ord. 1847-2019) occurred in June 2019 to provide Phase 3 and Phase 4 Services, which included coordination of the AMS System vendor selection process, assisting the City in negotiating the technical requirements of the project so a final scope and cost could be determined for the project solution, and program management assistance.

9. **A full description of the work to be performed as part of the proposed contract modification. (Indicating the work to be a logical extension of the contract is not sufficient explanation.)**

See item No. 5.

10. **If the contract modification was not anticipated and explained in the original contract legislation a full explanation as to the reasons the work could not have been anticipated is required. (Changed or field conditions is not sufficient explanation. Describe in full the changed conditions that require modification of the contract scope and amount.)**

This is a planned modification as indicated in the original authorizing legislation (Ordinance No. 1597-2015), Modification No. 1 (Ordinance No. 0797-2017), and Modification No. 2 (Ordinance No. 1847-2019).

Additional modifications are expected in the future as noted in Ordinance No. 0797-2017 and 1847-2019.

11. **An explanation of why the work to be performed as part of the contract modification cannot be bid out. (Indicating the work to be a logical extension of the contract is not sufficient explanation.)**

Modifications to the agreement were planned as part of the original Request for Proposals RFP. Additionally, the current consultant is familiar with the project and has completed all the work to-date. Bidding the work to another consultant will further delay the project and will result in higher costs due to bringing the new consultant up to speed on the project.

12. **A cost summary to include the original contract amount, the cost of each modification to date (list each modification separately), the cost of the modification being requested in the legislation, the estimated cost of any future known modifications and a total estimate of the contract cost.**

Original agreement, EL017444:	\$369,077.71
Modification No. 1:	\$550,000.00
Modification No. 2:	\$750,000.00
Modification No. 3 (current):	\$750,000.00
Original + Mod #1 + Mod #2 + Mod #3:	\$2,419,077.71
Future Modifications:	unknown at this time

13. **An explanation of how the cost of the modification was determined.**

A cost proposal was provided by EMA, Inc. The proposal was reviewed by Department staff and deemed acceptable.