Ord No. 1597-2015

Information to be included in all Legislation authorizing entering into 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.**

Name	C.C. No./Exp. Date	City/State	Status
EMA Inc.	41-1467091 – 12/18/16	St. Paul, MN	MAJ
ARCADIS U.S., Inc.	57-0373224 – 5/14/17	Columbus, OH	MAJ
West Monroe Partners	75-3043995 – 11/5/16	Chicago, IL	MAJ
Metrics AMI Consulting	45-4548691 – 10/30/16	Barrington, IL	MAJ
Utiliworks Consulting	20-5167904 – 7/2/16	Baton Rouge, LA	MAJ

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, and e-mail address for the successful bidder only.**
   EMA, Inc.
   2355 HWY 36 W, Suite 200
   St. Paul, MN 55113
   Melanie Rettie, Executive V.P., (612) 991-7912, mrettie@ema-inc.com

5. **A full description of all work to be performed including a full description of work to be performed during any known phasing of the contract.**
   The City of Columbus is requesting professional services to develop and recommend a strategy, roadmap, and plan for implementation of an Advanced Metering System (AMS) for water and electric meters at the City's Department of Public Utilities (DPU). The consultant will evaluate state-of-the-art AMS technologies; evaluate and compare cost impacts; develop a detailed implementation schedule that will outline all steps for the City to begin to implement a fully functional AMS program; and assist the City in budgetary planning efforts that are aligned with its capital improvement program.

   The entire project consists of four (4) Phases:

   Phase 1: Develop an AMS System Roadmap (current)
   A. Work with the City to define AMS system objectives (both current and future) and identify areas of concern, benefits and high-priority requirements
   B. Evaluate technology options that will provide the best overall fit based on prior and current analysis of objectives (Identify a minimum of three (3) technology options)
   C. Evaluate and identify interfaces with existing applications.
   D. Develop a communication strategy and implementation plan for customers

E. Provide preliminary budgetary estimates, and develop a roadmap timeline that integrates well with the City's rolling five year budgetary process

   Key Deliverable:
   Submit a detailed study which evaluates and compares the various technologies and how they align with the City's objectives; compares cost and budgetary impacts; and outlines all steps and schedules to implement an AMS program.

Phase 2: Prepare an AMS system RFP
A. Prepare a 'Request For Proposal' for an AMS system that clearly defines the City's objectives and requirements document. Work with the City's project team and purchasing section to manage the overall vendor solicitation process to ensure it complies with City Codes and policies. Note: The consultant is expected to prepare the technical information related to AMS and coordinate the selection criteria with the City's fiscal office as well as the City Attorney's office. The City will provide the front end legal and other related documents related to the RFP.
B. Assist with answering vendor questions and coordinate the vendor responses. Develop appropriate vendor selection criteria.

   Key Deliverable:
   Preparation of an AMS system RFP and related technical requirements.

Phase 3: Coordinate an AMS System Vendor Selection Process
A. Assist in the Review all vendor responses, clarify ambiguities, review submitted materials and ensure that all follow-up questions have been answered.
B. Conduct a preliminary evaluation of proposals to determine overall responsiveness and ensure that proposals generally meet the RFP requirements for consideration by the City.
C. Reduce the broad list of qualified proposals to a short list of vendors that are most worthy of further consideration if needed.
D. Work with the City's AMS project team to complete the final selection and arrive at the proposal that best meets the overall objectives and selection criteria.

   Key Deliverable:
   Evaluate all vendors' proposals and prepare a recommendation to assist the City in the selection of a vendor.

Phase 4: Provide program management assistance during the implementation.
A. Services for this task are unknown at this time. This task will be further defined during after tasks 1-3 are completed.

Work under this project spans the entire City of Columbus's planning areas.

6. **A narrative timeline for the contract including a beginning date, beginning and ending dates for known phases of the contract and a projected ending date.**
Phase 1 is estimated to take 22 weeks to complete from the Notice To Proceed date. The estimated project end date for Phase 1 is February/March 2016.

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 function, 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. **An estimate of the full cost of the Contract including a separate estimate of any and all phases or proposed future contract modifications.**

The bid amount and proposed award amount is $369,077.71, including a 20% contingency amount that will be utilized to fund needed and approved changes in the work.

Cost summary:

Original Contract	$369,077.71
*Future Anticipated Needs:	unknown at this time
CONTRACT TOTAL	unknown at this time

   *See item 5.