

REQUEST FOR PROPOSALS
For
Remote Meter Reading Services

Danville Redevelopment and Housing Authority

Gary M. Wasson, CEO/Executive Director

P.O. Box 2669

135 Jones Crossing

Danville, Virginia 24541

An Equal Opportunity Employer

An Equal Housing Provider

DRHA Remote Meter Reading Services
RFP# 20100404MR

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REQUEST FOR PROPOSALS

The Danville Redevelopment and Housing Authority is requesting proposals from qualified, responsible, professional firms, manufacturing companies, or individuals, interested in being selected by the Authority to assess, recommend and install a remote meter reading system. Document packages will be available on Tuesday, April 6, 2010. There will be a Pre-Proposal conference on Wednesday, April 14, 2010 at 10:00 a.m. Proposals are due by 5:00 p.m. local time, April 30, 2010. Firms and individuals interested in submitting proposals should fax or email your request for a RFP package to:

Carol Love, Maintenance and Modernization Secretary

Office 434/799-5544 Fax 434-799-8249 or e-mail clove@drhava.com

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PART I: GENERAL BACKGROUND INFORMATION

A. Executive Summary Notice

The Danville Redevelopment and Housing Authority (DRHA) is seeking proposals from qualified, responsible, professional firms, manufacturing companies or individuals, interested in being selected by the Authority to assess, recommend and install a remote meter reading system.

B. Danville Redevelopment and Housing Authority

The Danville Redevelopment and Housing Authority owns and manages a total of 440 units in 7 family developments. This public housing accommodates approximately 1,300 residents. DRHA also administers approximately 800 Housing Choice Voucher units. A seven member Board of Commissioners appointed by the City of Danville governs the Danville Redevelopment and Housing Authority.

C. Statement of Work

The Danville Redevelopment and Housing Authority is requesting proposals from remote meter reading service providers with expertise in the design and development of remote meter reading systems and programs in rental housing developments and business offices. Assistance is needed in the development of a comprehensive remote meter reading plan and implementation of the remote meter reader at DRHA's family developments and offices. The successful organization will have verifiable knowledge and experience of implementing remote meter reading services in rental housing and business office properties.

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PART II: SCOPE OF SERVICES

A. General Overview

The Danville Redevelopment and Housing Authority (DRHA) is seeking proposals from qualified, responsible, professional firms, manufacturing companies or individuals, interested in being selected for the Authority's remote meter reading project.

B. Experience Criteria

The selected firm or individual must demonstrate the knowledge, skills, and expertise to perform all aspects of work outlined in the Scope of Services below, in accordance with professional standards, HUD regulations, criteria and requirements, and local codes, regulations, ordinances, and statutes. The selected firm or individual must also be sensitive to the roles of DRHA staff and Board, public housing residents, residents of the surrounding neighborhoods, and the City of Danville in the development and approval process.

C. Scope of Work/Service

1. Existing System: The Danville Redevelopment and Housing Authority (DRHA) has water and gas utilities at four (4) low income family housing sites. These units currently have meters installed and each meter must be read manually. The gas meter for each residential unit is located on the outside of each building in a "bank" while the water meters are located in an interior closet or utility room of each residence. Subcontractors will be able to visit each site during a bid walk through to investigate all types of existing systems. Please note electric meters are not included as the City of Danville has already installed their own remote meter reading devices at the four (4) sites.

2. Proposed System: The new system will allow DRHA to read all meters by "driving by" the sites in a vehicle and will allow the remote meter reads to

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be incorporated into DRHA’s current billing software. This system will include remote meter reading modules for existing gas and water meters, expansion capabilities to include any new meters, all “drive by” remote meter reading devices, and any computer software necessary to incorporate remote meter readings into DRHA’s current billing software. The system will result in a complete and working remote meter reading system that will input data directly into DRHA’s current billing software.

- a. Communication channels. The AMR system must operate in the 902-928 MHZ license free frequency range and shall operate under FCC Part 15 regulations. No FCC license shall be required to use any part of the system.
- b. Leak Detection. The MIU’s within the system should monitor water consumption through the meter and shall specifically indicate possible leaks, as alarm flags to the route management software, whenever the meter has not detected zero consumption for three hours within a single twenty-four (24) hour time period.
- c. Tamper Detection. The MIU’s within the system shall contain tamper detection circuitry and software, which identifies tamper as alarm flags to the route management software, whenever the MIU has been tampered with.
- d. Setup of the billing software and adequate training of DRHA staff shall be included. The number of units included in this retrofit is as follows:

	<u>Cardinal</u> <u>Village</u>	<u>Cedar</u> <u>Terrace</u>	<u>Ingram</u> <u>Heights</u>	<u>Pleasant</u> <u>View</u>	<u>Total</u> <u>Units</u>
Water	128	126	48	71	373
Gas	128	126	48	71	373
Electricity	0	0	0	0	0

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D. General Requirements

DRHA will carefully monitor and audit performance to ensure compliance with all the requirements set forth in this RFP.

PART III: PROPOSAL REQUIREMENTS

A. Proposal Organization

Respondents shall submit proposals incorporating the following elements:

• **Organizational information**

- DRHA is seeking an all inclusive “per meter” turnkey price for each utility. All pricing shall include labor, material, tax, bonds, permits, inspections, design, general conditions, and any other costs involved with installing and setting up a complete and working remote meter reading system. Profit and Overhead shall be listed separately.
- Each proposal shall include a written summary of the proposed system, pricing, specification sheets of the individual radio frequency modules, specification sheets of any new meters, specification sheets for the remote meter reading device(s), specification sheets for any required software, instructions on how the system is used and incorporated into DRHA’s existing billing software, training and setup costs, and any other pertinent information describing the new system.
- Each proposal shall also include an estimation of ongoing annual software or other maintenance charges and fees that the provider or related party may assess on an annual or as needed basis.
- Award will be governed by DRHA evaluation of proposals to determine the remote reading system that best suits DRHA needs at a reasonable cost.

1. Personnel

- a. Provide a cover page to the proposal listing firm’s name, firm’s responsible contact person, telephone/fax numbers and email

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addresses for firm principals and individuals working on the firm's proposal and the mailing address of the firm.

- b. Provide an organizational chart and assignment of key responsibilities.
 - c. Provide resumes for staff assuming responsibilities as proposed in the response.
2. Provide a concise description of the managerial and financial capacity to deliver the proposed services and of the technical competence of the principals, proposed project manager, and the staffing team who will direct and perform the reviews, development of recommendations and implementation.
 3. Experience of firm – History of the firm's experience providing similar services to rental property management organizations.
 4. Business references and most recent audited financial reports.
 5. Methodology of fact finding and planning.
 6. Examples of similar remote meter reading recommendations and designs at similar organizations and brief narrative description of those specific designs indicating scope, size, cost, principal elements and special features, along with the name, title and phone number of a qualified contact at the organization.
 7. The firm's proposed fee structure for the services outlined. A cost per hour of all principals and staff individuals proposed for involvement of completion of scope of work services. Additionally, a proposed overall "not to exceed" cost to complete all services requested in the scope of

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work, with a timeline & estimated total hours to complete each phase of the project. Although proposed fees will be taken into account, DRHA reserves the right to negotiate a lower or different fee structure during the offer process.

8. The respondent shall identify whether or not any subcontractors will be used for this project, if awarded and/or is the proposal is a joint venture with another firm. Please remember that all information required from the respondent is also required for any major subcontractor (10% or more) or from any joint venture.

9. Submit a cover letter on the responding firm's letterhead which describes their understanding of the services which are being solicited in this bid package and acknowledges their intent to comply with all terms, conditions, regulations and requirements set forth in this RFP.

10. Other information: The respondent may include any other general information that the respondent believes is appropriate to assist the DRHA in its evaluation.

B. Incurred Costs

Respondents will be responsible for all costs incurred in preparing a response to this RFP. All material and documents submitted by prospective Investors will become the property of DRHA and will not be returned. All proposals are subject to negotiation of terms.

C. Submission Responsibilities

It shall be the responsibility of each respondent to be aware of and to abide by all dates, times, conditions, requirements and specifications set forth within all applicable documents issued by the DRHA, including the RFP document, and any addenda and

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required attachments submitted by the respondent. By virtue of completing, signing and submitting the completed documents, the respondent is stating his/her agreement to comply with the all conditions and requirements set forth within those documents. Failure to submit all information as required in this RFP may render a proposal non-responsive and eliminate the proposal from the possibility of award of a contract. It is the responsibility of the firms responding to the proposal to address all communication and correspondence pertaining to this RFP process to Carol Love, Modernization/Maintenance Secretary. Respondents must not make inquiry or communicate with any other DRHA staff member or official (including members of the Board of Commissioners) pertaining to this RFP. Failure to abide by this requirement may be cause for the DRHA to consider the respondent non-responsive and/or non-responsible.

D. Proposal Submission

All proposals must be submitted and time-stamped received in the DRHA's Slade Building, located at 135 Jones Crossing, Danville, VA, by no later than the submittal deadline stated herein (or within any ensuing addendum). A total of 1 original signature copy (marked "ORIGINAL") and 3 exact copies of the proposal submittal, shall be placed unfolded in a sealed package and addressed to:

Danville Redevelopment and Housing Authority
Attention: Carol Love
135 Jones Crossing
Danville, Virginia 24541

The package exterior must have the respondent's name and return address, and be labeled as: DRHA Proposal for Remote Meter Reading Services. Proposals submitted after the published deadline will not be accepted.

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PART IV: DRHA'S RESERVATION OF RIGHTS

- A.** The DRHA reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if determined that such rejection or cancellation is in the best interest of DRHA or the public.
- B.** The DRHA reserves the right not to award a contract pursuant to this RFP.
- C.** The DRHA reserves the right to terminate any contract awarded pursuant to this RFP, for convenience upon 10 days written notice to the successful respondent(s).
- D.** The DRHA reserves the right to determine the days, hours and locations that the successful respondent(s) shall provide the services called for in this RFP.
- E.** The DRHA reserves the right to retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the DRHA Contracting Officer.
- F.** The DRHA reserves the right to negotiate the fees proposed by the respondent entity.
- G.** The DRHA reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.
- H.** The DRHA shall have no obligation to compensate any respondent for any costs incurred in responding to this RFP.
- I.** The determination of the criteria and process whereby proposals are evaluated and the decision as to who shall receive a contract award or whether or not an award shall

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be made as a result of this RFP shall be at the sole and absolute discretion of DRHA and its Board of Commissioners.

J. The respondent agrees that he/she will inform the DRHA Contracting Officer in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the DRHA that he/she feels needs to be addressed. Failure to abide by this time frame shall relieve the DRHA, but not the prospective respondent, of any responsibility pertaining to such issue.

PART V: PROCUREMENT PROCESS

A. RFP Purpose

It is desired that the RFP process will ensure cost competitiveness among respondents. DRHA urges all interested respondents to carefully review the requirements of this RFP. Written proposals containing the requested information will serve as the primary basis for final selection.

B. Review and Selection Process

All proposals will be reviewed by DRHA based on the evaluation criteria contained in this RFP. DRHA will select the top firm based upon their proposal and ranking, the results of reference checks, the price proposal (not necessarily the lowest pricing), the attractiveness of other business terms, and willingness to work with the DRHA's needs will be major considerations for those in the competitive range. The specific evaluation criteria and respective weighting are detailed below. DRHA reserves the right to conduct negotiations with one or more respondents if, in the sole opinion of DRHA, that method will provide the greatest benefit to DRHA. Proposals from small business enterprises and business enterprises owned by women and minorities are encouraged.

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C. Procurement Schedule

DRHA anticipates the selection of a remote meter reading provider will occur according to the following schedule:

DATE	ACTIVITY
4/06/2010	RFP issued and available
4/14/2010	Pre-Proposal Conference
4/21/2010	Final day to provide written questions
4/23/2010	Final addendum to RFP issued
4/30/2010	Proposals due at or before 5:00 p.m. local time
5/12/2010	DRHA completes proposal reviews, reference checks and ranking.
5/20/2010	Proposal submitted for Board approval

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D. Proposal Evaluation Criteria

NO. POINT VALUE		CRITERION DESCRIPTION
1	15 points	SPECIALIZED EXPERIENCE: Based upon the opinion of the evaluators, demonstrated ability to complete the scope of work, services and requirements.
2	15 points	QUALITY OF WORK: Based upon the opinion of the evaluators, demonstrated ability to provide high quality remote meter read designs and plans that are functional, cost effective, and that minimize maintenance and monitoring costs.
3	10 points	QUALITY OF REFERENCES: Based upon the DRHA responses from contacting references given by responders.
3	10 points	COST CONTROL: Based upon the opinion of the evaluators, demonstrated ability to provide valid cost estimates and maintain budget and cost control of proposed remote meter reading service improvements and recommendations in similar sized projects.
4	10 points	PROJECT APPROACH AND PRELIMINARY DESIGN: Based upon the opinion of the evaluators does the respondent demonstrate an understanding and needs of the scope of work and services needed.
5	10 points	PROFESSIONAL QUALIFICATIONS: Based upon the opinion of the evaluators, the technical competence of the principal in charge and proposed staffing team that will direct and perform the requested services.
6	30 points	PRICING: Based on the opinion of the evaluators, is the price offered justified when compared to the scope, size and other needs of the proposed services.
	100 points	Total Points

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DRHA will select the top firm based on their ranking and begin any necessary contract negotiations.

E. Responses Due

Respondents must submit one (1) original copy of their proposal, signed in blue ink, and three (3) copies of their proposals to DRHA at the following address:

Danville Redevelopment and Housing Authority
Attention: Gary Wasson
135 Jones Crossing
Danville, Virginia 24541

In order to be considered, proposals must be received no later than 5:00 p.m. local time on April 30, 2010 by mail or delivery. Proposals must be sealed in a box or envelope marked with the title of this RFP and the respondent's name, address and telephone number. All material must be submitted in 8-1/2 x 11 formats.

The above stated deadline is firm as to date and hour, unless altered by an authorized addendum. A respondent may select any mode of delivery; however, the risk of non-delivery shall remain with the respondent. DRHA will treat as ineligible for consideration and will return unopened any submission that is received after the deadline. Upon receipt of each proposal, DRHA will date and stamp it to evidence timely or late receipt, and upon request, provide the respondent with an acknowledgment of receipt. Faxed submissions will not be accepted. All timely submissions become the property of DRHA and will not be returned. Proposals will be held in confidence and not released in any manner until after contract award.

F. Selection Committee

DRHA will appoint a selection committee. This selection committee will be responsible for overseeing the selection process and making a recommendation to the DRHA

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Executive Director and Board of Commissioners. The committee will consist of representatives from the DRHA and others as deemed appropriate by the Executive Director.

G. Interpretation

The intent of this RFP is to establish the general specifications for the professional services needed and to provide prospective respondents with sufficient information to enable them to provide an acceptable response to this RFP. Every effort has been made to outline requirements and to provide information in a format that is clear and concise. Nevertheless, questions may arise, or additional information may be needed. Questions and inquiries regarding this RFP must be submitted in writing and should refer to the specific paragraph in question. All inquiries must be received no later than 5:00 p.m. local time on April 21, 2010 and should be submitted to Carol Love at the address listed on page 15.

Answers will be provided as written addenda to this RFP which will be on file and available for inspection at DRHA offices not later than four (4) days prior to the proposal submission date. DRHA will endeavor to provide copies of addenda to all potential respondents to whom this RFP has been mailed, but it will be the responsibility of each respondent to make inquiry as to the existence and content of addenda, as the same shall become part of this RFP and all respondents will be bound thereby, whether or not the addenda are actually received by the respondent.

H. Rules, Regulations and Licensing Requirements

The respondent and their staff must possess all of the required State of Virginia licenses. In addition, the respondent shall comply with all laws; ordinances and regulations applicable to the services contemplated herein, especially those applicable to conflict of interest. Respondents are presumed to be familiar with all federal, state and local laws, ordinances, codes, rules and regulations that may in any way affect the services to be provided.

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I. Equal Opportunity Employment

Respondents agree that there will not be discrimination as to race, sex, religion, color, age, creed or national origin in regard to obligations, work and services performed under the terms of any contract ensuing from this RFP. Respondents must agree to comply with Executive Order #11246 entitled "Equal Employment Opportunity" and as amended by Executive Order #11375, as supplemented by the Department of Labor Regulations (41 CFR Part 60).